

2025

School of Business Administration

SYLLABUS

MEIJI UNIVERSITY

Table of Contents

1. Table of Contents	1
2. 2025 Academic Year Schedule/Calendar	2
3. Timetable 2025	5
4. List of Courses 2025	6
5. Timetable 2025 (Courses in ENGLISH)	8
6. Course Outline	10
(1) Social Thought	
(2) Global Issues A • B • C • D	
(3) Liberal Arts Seminar in Foreign Languages A • B • C • D	
(4) TOEFL Reading	
(5) TOEFL Listening	
(6) TOEFL Speaking	
(7) TOEFL Writing	
(8) TOEFL Preparation A • B	
(9) English Exams A • B	
(10) Genres of Writing	
(11) Speech and Debate	
(12) Fundamentals of Management A • B	
(13) Strategic Business Communication A • B	
(14) Basic Accounting A • B	
(15) Business English A • B	
(16) Business Presentation A • B	
(17) Fundamentals of Management C • D	
(18) Transcultural Business Communication A	
(19) Japanese Economy	
(20) Corporate Social Responsibility	
(21) Internet Business A • B	
(22) Contents Business A • B	
(23) Core Subjects Seminar C • D	
(24) Innovation Strategy in Japan A • B	
(25) Strategic Marketing A • B	
(26) International Management A • B	
(27) Transcultural Management A • B	
(28) Special Lectures on Business Management C • D	
(29) Financial Accounting A • B	
(30) Management Accounting A • B	
(31) Introduction to Public Management	
(32) International Development	
(33) Tourism Management A • B	
7. Scholastic Evaluation	54
8. Guidelines for Taking Final Exams	55
9. Surugadai Campus Map and Classroom Information List	56
10. Izumi Campus Map and Classroom Information List	58

2025 Academic Year Schedule

Spring Semester		April 1 (Tue.)	~	September 19 (Fri.)
Entrance Ceremony		April 7 (Mon.)		
Orientation		April 1 (Tue.)	~	April 9 (Wed.)
Course Terms		April 10 (Thu.)	~	July 22 (Tue.)
	First Half Intensive Course (S1) *	April 10 (Thu.)	~	June 3 (Tue.)
	Second Half Intensive Course (S2) *	June 4 (Wed.)	~	July 22 (Tue.)
Temporary Closure (No Classes)		May 1 (Thu.)	.	May 2 (Fri.)
Classes held on this holiday (1)		April 29 (Tue.)		[Showa Day]
Classes held on this holiday (2)		July 21 (Mon.)		[Marine Day]
Make-up Classes (1)	*Held on periods available on Saturdays	May 24 (Sat.)	.	May 31 (Sat.)
Make-up Classes (2)	*Held on periods available on Saturdays	July 12 (Sat.)	.	July 19 (Sat.)
Final Examinations	*Including days in reserve	July 23 (Wed.)	~	July 31 (Thu.)
Summer Break		August 1 (Fri.)	~	September 19 (Fri.)
Fall Graduation Ceremony		September 19 (Fri.)		
Fall Semester		September 20 (Sat.)	~	March 31 (Tue.)
Fall Entrance Ceremony		September 19 (Fri.)		
Orientation		September 18 (Thu.)		
Course Terms		September 20 (Sat.)	~	January 23 (Fri.)
	First Half Intensive Course (F1) *	September 20 (Sat.)	~	November 14 (Fri.)
	Second Half Intensive Course (F2) *	November 15 (Sat.)	~	January 23 (Fri.)

Classes held on this holiday (1)		September 23 (Tue.)	[Autumnal Equinox Day]
Classes held on this holiday (2)		October 13 (Mon.)	[Sports Day]
Classes held on this holiday (3)		November 24 (Mon.)	[Substitute holiday]
Make-up Classes (1)	*Held on periods available on Saturdays	October 18 (Sat.)	October 25 (Sat.)
Make-up Classes (2)	*Only Make-up Classes will be held, all day	January 22 (Thu.)	
Make-up Classes (3)	*Only Make-up Classes will be held, all day	January 23 (Fri.)	
University Festival Week	*No Classes during this period	October 29 (Wed.)	~ November 4 (Tue.)
Meiji Festival ("Meidaisai")		November 1 (Sat.)	~ November 3 (Mon.)
Ikuta Meiji Festival ("Ikumeisai")		November 1 (Sat.)	~ November 3 (Mon.)
University Foundation Memorial Holiday		November 1 (Sat.)	
Temporary Closure (No Classes)		December 23 (Tue.)	December 24 (Wed.)
Winter Break		December 25 (Thu.)	~ January 7 (Wed.)
University Foundation Day		January 17 (Sat.)	
Final Examinations	*Including days in reserve	January 24 (Sat.)	~ February 3 (Tue.)
Spring Break		February 4 (Wed.)	~ March 31 (Tue.)
Graduation Ceremony		March 26 (Thu.)	

*First and second half intensive courses for each semester are only provided in schools which have a 7-week completion system for some of their courses.

*No undergraduate classes will be held on any of the campuses during the University Festival Week. However, classes may be held in the Graduate School or Professional Graduate School during this week.

2025 Academic Year Calendar

Applies to All Campuses

【Spring Semester】

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
4 Apr.			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
5 May	27	28	29	30			
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
6 Jun.	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
7 Jul.	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
			1	2	3	4	5
8 Aug.	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
9 Sep.						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

First Half Intensive Course (S1)

First Half Intensive Course (F1)

Second Half Intensive Course (S2)

Second Half Intensive Course (F2)

The Number of Classes

14 14 14 14 14 14

- Orientation
- Holiday (School Closure)
- Classes held on the holiday
- Final Examinations (Including reserve days)
- University Festival Week

*No undergraduate classes at any campuses

【Fall Semester】

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
9 Sep.							20
	21	22	23	24	25	26	27
10 Oct.	28	29	30				
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
11 Nov.	19	20	21	22	23	24	25
	26	27	28	29	30	31	
							1
	2	3	4	5	6	7	8
12 Dec.	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
1 Jan.		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
2 Feb.	28	29	30	31			
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
3 Mar.	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
4 Apr.	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

The Number of Classes

14 14 14 14 14 14

- Temporary Closure (No Classes)
- Make-up Classes (Held on periods available on Saturdays)
- Only Make-up Classes are held, all day (Only in the Fall Semester)

Meidaisai: November 1 (Sat.)~3 (Mon.)

Ikumeisai: November 1 (Sat.)~3 (Mon.)

Timetable 2025

Period	Module	Time period	Remarks
M	m	8:00 – 8:50	In principle, these classes will not be full semester classes
1st period	a	9:00 – 9:50	
	b	9:50 – 10:40	
2nd period	a	10:50 – 11:40	
	b	11:40 – 12:30	
L	m	12:35 – 13:25	In principle, this will be a 1-hour lunch break, in conjunction with a 5-minute break before and after
3rd period	a	13:30 – 14:20	
	b	14:20 – 15:10	
4th period	a	15:20 – 16:10	
	b	16:10 – 17:00	
5th period	a	17:10 – 18:00	
	b	18:00 – 18:50	
6th period	a	19:00 – 19:50	
	b	19:50 – 20:40	
N	m	20:50 – 21:40	In principle, classes spanning a full semester will not be held in Undergraduate Schools.

* Classes held on weeknights by Graduate Schools may be held during the 5b to Nm time periods.

* Classes held on weekdays by the Graduate School of Governance Studies and Graduate School of Global Business will be taught using the conventional 90-minute, 15-week schedule.

List of Courses 2025

Language of Tuition : ENGLISH

Campus	Subject [Lecturer]		Day	Period	Credit	Note
	Spring Semester	Fall Semester				
Izumi	Global Issues A [Berninger George Jr]	Global Issues B [Berninger George Jr]	Tue	2	2	
Izumi	Global Issues A [Duplice John]	Global Issues B [Duplice John]	Thu	3	2	GREAT
Izumi	Global Issues A [Wash Ian]	Global Issues B [Wash Ian]	Thu	4	2	GREAT
Izumi	Global Issues A [Moreau]	Global Issues B [Moreau]	Thu	2	2	GREAT
Izumi	Global Issues C [Wash Ian]	Global Issues D [Wash Ian]	Thu	3	2	
Izumi	Liberal Arts Seminar in Foreign Languages A [Berninger George Jr]	Liberal Arts Seminar in Foreign Languages B [Berninger George Jr]	Mon	2	2	GREAT
Izumi	Liberal Arts Seminar in Foreign Languages A [Duplice John]	Liberal Arts Seminar in Foreign Languages B [Duplice John]	Thu	4	2	GREAT
Izumi	Liberal Arts Seminar in Foreign Languages A [Moreau]	Liberal Arts Seminar in Foreign Languages B [Moreau]	Tue	2	2	GREAT
Izumi	Liberal Arts Seminar in Foreign Languages A [Kiernan]	Liberal Arts Seminar in Foreign Languages B [Kiernan]	Wed	1	2	GREAT
Izumi	Liberal Arts Seminar in Foreign Languages A [Kiernan]	Liberal Arts Seminar in Foreign Languages B [Kiernan]	Wed	2	2	GREAT
Izumi	Liberal Arts Seminar in Foreign Languages A [Moreau]	Liberal Arts Seminar in Foreign Languages B [Moreau]	Thu	3	2	GREAT
Izumi	Liberal Arts Seminar in Foreign Languages C [Edamura]	Liberal Arts Seminar in Foreign Languages D [Edamura]	Mon	1	2	
Izumi	Liberal Arts Seminar in Foreign Languages C [Nagai]	Liberal Arts Seminar in Foreign Languages D [Nagai]	Fri	2	2	
Izumi	Social Thought [Edamura]		Mon	3	2	
Izumi	TOEFL Reading [Yamataka]	TOEFL Speaking [Yamataka]	Fri	1	1	
Izumi	TOEFL Listening [Duplice John]		Fri	4	1	
Izumi		TOEFL Writing [Kiernan]	Tue	2	2	
Izumi	TOEFL Preparation A [Yamashita]	TOEFL Preparation B [Yamashita]	Mon	2	1	
Izumi	English Exams A [Kiernan]	English Exams B [Kiernan]	Wed	3	1	
Izumi	Genres of Writing [Kiernan]		Wed	4	2	
Izumi		Speech and Debate [Moreau]	Tue	3	2	
Izumi	Fundamentals of Management A [Sumi]	Fundamentals of Management B [Sumi]	Tue	4	2	
Izumi	Strategic Business Communication A [Miyata]	Strategic Business Communication B [Miyata]	Thu	2	2	
Izumi	Strategic Business Communication A [Lindskoog]	Strategic Business Communication B [Lindskoog]	Thu	5	2	
Izumi	Strategic Business Communication A [Kaneko]	Strategic Business Communication B [Kaneko]	Wed	2	2	
Izumi		Core Subjects Special Lectures B [Takagi]	Fri	3	2	
Izumi	Basic Accounting A [Nakashima]	Basic Accounting B [Nakashima]	Fri	2	2	

GREAT(Global Resources English Applied Track):Special Curriculum

List of Courses 2025

Language of Tuition : ENGLISH

Campus	Subject [Lecturer]		Day	Period	Credit	Note
	Spring Semester	Fall Semester				
Surugadai	Business English A [Miyata]	Business English B [Miyata]	Fri	1	2	Advanced
Surugadai	Business English A [Yamataka]	Business English B [Yamataka]	Wed	1	2	
Surugadai	Business English A [Yamataka]	Business English B [Yamataka]	Wed	2	2	
Surugadai	Business English A [Lindskoog]	Business English B [Lindskoog]	Wed	3	2	
Surugadai	Business English A [Masuyama]	Business English B [Masuyama]	Thu	1	2	
Surugadai	Business English A [Vaughn]	Business English B [Vaughn]	Fri	1	2	
Surugadai	Business English A [Kaneko]	Business English B [Kaneko]	Tue	1	2	
Surugadai	Business Presentation A [Azeez]	Business Presentation B [Azeez]	Mon	5	2	Advanced
Surugadai	Business Presentation A [Vaughn]	Business Presentation B [Vaughn]	Fri	2	2	Advanced
Surugadai	Business Presentation A [Lindskoog]	Business Presentation B [Lindskoog]	Wed	1	2	
Surugadai	Business Presentation A [Lindskoog]	Business Presentation B [Lindskoog]	Wed	2	2	
Surugadai	Fundamentals of Management C [Sumi]	Fundamentals of Management D [Sumi]	Thu	3	2	
Surugadai	Transcultural Business Communication A [Kaneko]		Fri	2	2	
Surugadai		Japanese Economy [Nagano]	Thu	5	2	
Surugadai	Corporate Social Responsibility [Taka]		Tue	2	2	
Surugadai	Internet Business A [Takahashi]	Internet Business B [Takahashi]	Thu	4	2	
Surugadai	Contents Business A [Nakatani]	Contents Business B [Nakatani]	Wed	4	2	
Surugadai	Core Subjects Seminar C [Nagai]	Core Subjects Seminar D [Nagai]	Tue	4	2	
Surugadai	Innovation Strategy in Japan A [Kondo]	Innovation Strategy in Japan B [Kondo]	Mon	5	2	
Surugadai	Strategic Marketing A [Matsuura]	Strategic Marketing B [Matsuura]	Thu	5	2	
Surugadai	International Management A [Sumi]	International Management B [Sumi]	Mon	3	2	
Surugadai	Transcultural Management A [Nagai]	Transcultural Management B [Nagai]	Tue	2	2	
Surugadai	Special Lectures on Business Management C [Nagai]	Special Lectures on Business Management D [Nagai]	Thu	2	2	
Surugadai	Financial Accounting A [Nakashima]	Financial Accounting B [Nakashima]	Fri	3	2	
Surugadai	Management Accounting A [M] [Nagano]	Management Accounting B [M] [Nagano]	-	-	2	
Surugadai		Introduction to Public Management [Kikuchi]	Wed	3	2	
Surugadai		International Development [Takayanagi]	Thu	3	2	
Nakano	Tourism Management A [Sato]	Tourism Management B [Sato]	Thu	1	2	

GREAT(Global Resources English Applied Track):Special Curriculum

Timetable 2025 Spring Semester

◆Izumi Campus
●Nakano Campus

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1st period (9:00~10:40)	◆Liberal Arts Seminar in Foreign Languages C		Business Presentation A	●Tourism Management A	◆TOEFL Reading	
	Edamura / 2credits / M715		Lindskoog / 2credits / 1167	Sato / 2credits / 510	Yamataka / 1credit / M601	
			◆Liberal Arts Seminar in Foreign Languages A			
Lecturer/Credit/Class#			Kiernan / 2credits / M502			
2nd period (10:50~12:30)	◆Liberal Arts Seminar in Foreign Languages A	◆Global Issues A	◆Liberal Arts Seminar in Foreign Languages A	Special Lectures on Business Management C	◆Basic Accounting A	
	Berninger / 2credits / M407	Berninger / 2credits / M410	Kiernan / 2credits / M502	Nagai / 2credits / 2054NEL	Nakashima / 2credits / M409	
	◆TOEFL Preparation A	Corporate Social Responsibility	Business Presentation A	◆Strategic Business Communication A	Business Presentation A	
	Yamashita / 1credit / M601	Taka / 2credits / 1114	Lindskoog / 2credits / 1167	Miyata / 2credits / M514	Vaughan / 2credits / 1087	
		Transcultural Management A	◆Strategic Business Communication A	◆Global Issues A	◆Liberal Arts Seminar in Foreign Languages C	
		Nagai / 2credits / 2054NEL	Kaneko / 2credits / M408	Moreu / 2credits / M413	Nagai / 2credits / LS306	
		◆Liberal Arts Seminar in Foreign Languages A			Transcultural Business Communication A	
Lecturer/Credit/Class#		Moreau / 2credits / M609			Kaneko / 2credits / 2052	
3rd period (13:30~15:10)	◆Social Thought		◆English Exams A	◆Global Issues C	Financial Accounting A	
	Edamura / 2credits / LS502		Kiernan / 2credits / M701	Wash Ian / 2credits / M710	Nakashima / 2credits / 2052	
	International Management A			◆Global Issues A		
	Sumi / 2credits / 1065			Duplice / 2credits / 302		
				◆Liberal Arts Seminar in Foreign Languages A		
				Moreau / 2credits / M412		
				Fundamentals of Management C		
Lecturer/Credit/Class#				Sumi / 2credits / 1106		
4th period (15:20~17:00)		◆Fundamentals of Management A	◆Genres of Writing	Internet Business A	◆TOEFL Listening	
		Sumi / 2credits / M401	Kiernan / 2credits / M701	Takahashi / 2credits / 1165	Duplice John / 1credit / 501	
		Core Subjects Seminar C	Contents Business A	◆Global Issues A		
		Nagai / 2credits / 2094	Nakatani / 2credits / 1163	Wash Ian / 2credits / M710		
				◆Liberal Arts Seminar in Foreign Languages A		
Lecturer/Credit/Class#				Duplice / 2credits / 301		
5th period (17:10~18:50)	Business Presentation A			◆Strategic Business Communication A		
	Azeez / 2credits / 1089			Lindskoog / 2credits / 214		
	Innovation Strategy in Japan A			Strategic Marketing A		
Lecturer/Credit/Class#	Kondo / 2credits / 1093			Matsuura / 2credits / 1154		
6th period (19:00~20:40)						
Lecturer/Credit/Class#						

Classes are subject to change. Please make double check on our intranet, Oh-o! Meiji.

Timetable 2025 Fall Semester

◆Izumi Campus
●Nakano Campus

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1st period (9:00~10:40)	◆Liberal Arts Seminar in Foreign Languages D		Business Presentation B	●Tourism Management B	◆TOEFL Speaking	
	Edamura / 2credits / M715		Lindskoog / 2credits / 1167	Sato / 2credits / 501	Yamataka / 1credit / M601	
			◆Liberal Arts Seminar in Foreign Languages B			
Lecturer/Credit/Class#			Kiernan / 2credits / M502			
2nd period (10:50~12:30)	◆Liberal Arts Seminar in Foreign Languages B	◆Global Issues B	◆Liberal Arts Seminar in Foreign Languages B	Special Lectures on Business Management D	◆Basic Accounting B	
	Berninger / 2credits / M407	Berninger / 2credits / M410	Kiernan / 2credits / M502	Nagai / 2credits / 2054NEL	Nakashima / 2credits / M409	
	◆TOEFL Preparation B	Transcultural Management B	Business Presentation B	◆Strategic Business Communication B	Business Presentation B	
	Yamashita / 1credit / M601	Nagai / 2credits / 2054NEL	Lindskoog / 2credits / 1167	Miyata / 2credits / M514	Vaughan / 2credits / 1087	
		◆Liberal Arts Seminar in Foreign Languages B	◆Strategic Business Communication B	◆Global Issues B	◆Liberal Arts Seminar in Foreign Languages D	
		Moreau / 2credits / M609	Kaneko / 2credits / M408	Moreau / 2credits / M413	Nagai / 2credits / LS306	
		◆TOEFL Writing				
Lecturer/Credit/Class#		Kiernan / 1credit / M507				
3rd period (13:30~15:10)	International Management B	◆Speech and Debate	◆English Exams B	◆Global Issues D	Financial Accounting B	
	Sumi / 2credits / 1065	Moreau / 2credits / 302	Kiernan / 2credits / M701	Wash Ian / 2credits / M710	Nakashima / 2credits / 2052	
			Introduction to Public Management	◆Global Issues B	◆Core Subjects Special Lectures B	
			Kikuchi / 2credits / 1114	Duplice / 2credits / 302	Takagi / 2credits / LS405	
				International Development		
				Takayanagi / 2credits / 1074		
				◆Liberal Arts Seminar in Foreign Languages B		
4th period (15:20~17:00)		◆Fundamentals of Management B	Contents Business B	◆Global Issues B		
		Sumi / 2credits / M401	Nakatani / 2credits / 1163	Wash Ian / 2credits / M710		
		Core Subjects Seminar D		Internet Business B		
		Nagai / 2credits / 2093		Takahashi / 2credits / 1165		
5th period (17:10~18:50)	Business Presentation B			◆Strategic Business Communication B		
	Azeez / 2credits / 1089			Lindskoog / 2credits / 214		
	Innovation Strategy in Japan B			Japanese Economy		
	Kondo / 2credits / 1093			Nagano / 2credits / 1134		
6th period (19:00~20:40)				Strategic Marketing B		
				Matsuura / 2credits / 1154		
Lecturer/Credit/Class#						

Classes are subject to change. Please make double check on our intranet, Oh-o! Meiji.

科目ナンバー：(BA)PHL111E			
Social Thought		EDAMURA SHOHEI	
Credits: 2	Year: 1	Spring Semester	Izumi
<p>1. Course Outline and Objectives</p> <p><Course Summary> Many distinguished philosophers have explored ways to understand society and conceptualized ideal forms of human communities. This course offers an opportunity to study their ideas and analyze real-world issues in today's society.</p> <p><Objective> To develop a foundational understanding of social thought and gain a fresh perspective on interpreting the contemporary world.</p>			
<p>2. Course Content</p> <p>Part 1 : Guidance Part 2 : Democracy (Ancient times to modern times) Part 3 : Democracy (After the 19 century) Part 4 : Anarchism Part 5 : Conservatism Part 6 : Family Part 7 : Education Part 8 : Freedom of Expression and the Media Part 9 : Welfare Part 10: Sharing Part 11: Punishment Part 12: Separation of Church and State Part 13: State, Civilization and Prosperity Part 14: Cosmopolitanism</p>			
<p>3. Registration Requirements</p> <p>I will require a reaction paper for each session, making class attendance essential.</p>			
<p>4. Course Preparations</p> <p>To prepare for classes, please read the materials provided electronically.</p>			
<p>5. Textbook (s)</p> <p>Textbooks will not be used; I will provide the necessary class materials as electronic files</p>			
<p>6. Reference Book (s)</p> <p>I will introduce it during the lecture.</p>			
<p>7. How to provide Feedback to assignments</p> <p>I will provide feedback on reaction papers if necessary</p>			
<p>8. Assessment</p> <p>*Reaction Paper 3 x 14 = 42% *Final Exam 58% *Extra credits</p>			
<p>9. Others</p>			

科目ナンバー：(BA)SOC191E			
Global Issues A			BERNINGER, GEORGE
Credits: 2	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives Outline English has become a language of global communication. At the university level we will use English to look at some important issues on the global level. Global Issues A aims to develop students' English ability while introducing issues in the world today and encouraging further exploration. Learning how to discuss topics effectively will also be a goal for this course. Students will learn from the teacher as well as from each other. Objectives To develop a detailed awareness of global issues To be able to discuss global issues in English To become familiar with and practice a range of reading skills To acquire key vocabulary associated with global issues To be able to participate effectively in an in group presentation To be able to present in front of a class on important issues			
2. Course Content Part 1 : Introduction / needs survey / reading skills Part 2 : Not your typical 9-to-5 job Part 3 : Job interview types Part 4 : Female virus writer packs punch Part 5 : Into the heart of a family in Casablanca Part 6 : Travel for good Part 7 : A Kenyan safari Part 8 : Midterm presentation on travel Part 9 : An interview with J.K. Rowling Part 10: Emotional intelligence Part 11: Left brains and right brains Part 12: The vanishing hitchhikers Part 13: Final mystery presentations Part 14: Final mystery presentations			
3. Registration Requirements Be able to discuss issues in English			
4. Course Preparations Students will read textbook articles. Students will do vocabulary exercises. Students will make a summary of some readings. Students will prepare for two presentations.			
5. Textbook (s) Active Skills for Reading 4 by Neil J. Anderson (Heinle Cengage Learning/ National Geographic)			
6. Reference Book (s) Have a good English English or Japanese English dictionary (including electronic dictionary).			
7. How to provide Feedback to assignments Teacher will provide feedback to students in class.			
8. Assessment Evaluation will be made up of the following: Homework from textbook (15%) Quizzes/ summaries (10%) Active daily participation (25%) Midterm presentation (25%) Final presentation (25%)			
9. Others This class will be taught in English. Students will be expected to do about one hour of homework each week on average.			

科目ナンバー：(BA)SOC191E			
Global Issues B			BERNINGER, GEORGE
Credits: 2	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives Outline English has become a language of global communication. At the university level we will use English to look at some important issues on the global level. Global Issues A aims to develop students' English ability while introducing issues in the world today and encouraging further exploration. Learning how to discuss topics effectively will also be a goal for this course. Students will learn from the teacher as well as from each other. Objectives To develop a detailed awareness of global issues To be able to discuss global issues in English To become familiar with and practice a range of reading skills To acquire key vocabulary associated with global issues To be able to participate effectively in an in group presentation To be able to present in front of a class on important issues			
2. Course Content Part 1 : Introduction / needs survey / The Mediterranean Diet (homework) Part 2 : Healthy living (3 exceptional longevity areas) Part 3 : Genetically modified food Part 4 : Beyond Planet Earth/ Solar storms Part 5 : Star struck (Astronomy) Part 6 : Language and Life / The exodus of languages Part 7 : Life with the Tarahumaras Part 8 : Midterm presentation on endangered languages Part 9 : Unearthing the Past (archaeology) / The Search for Cleopatra Part 10: Wildlife Conservation (zoology) / The race to rescue koalas Part 11: Rhino wars Part 12: Living on the edge (zoology/ ecology) Part 13: Final endangered animal presentations Part 14: Final endangered animal presentations			
3. Registration Requirements Be able to discuss issues in English.			
4. Course Preparations Students will read textbook articles. Students will do vocabulary exercises. Students will make a summary of some readings. Students will prepare for two presentations.			
5. Textbook (s) Active Skills for Reading 4 by Neil J. Anderson (Heinle Cengage Learning/ National Geographic)			
6. Reference Book (s) Have a good English English or Japanese English dictionary (including electronic dictionary).			
7. How to provide Feedback to assignments Teacher will provide feedback to students in class.			
8. Assessment Evaluation will be made up of the following: Homework from textbook (15%) Quizzes/ summaries (10%) Active daily participation (25%) Midterm presentation (25%) Final presentation (25%)			
9. Others This class will be taught in English. Students will be expected to do about one hour of homework each week on average.			

科目ナンバー：(BA)SOC191E			
Global Issues A 【GREAT】			DUPLICE, JOHN
Credits: 2	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives The aim of this course is to give you practice in using English to examine academic issues. This course will focus on Global Issues. Global Issues A will introduce students to international organizations, specific interests, and some of the issues affecting the world. After completing this course you should be able to: <ul style="list-style-type: none"> • understand the major functions of international organizations • gain knowledge of how these organizations work with nations and affect the world • take part in discussions on global issues 			
2. Course Content Week 1 : What are global issues? Week 2 : The United Nations and its role in the world Week 3 : Topics within the United Nations Week 4 : Maintaining peace: armaments and the balance of power Week 5 : Maintaining peace: the importance of justice; international organizations Week 6 : Human rights; women's rights Week 7 : Human rights: children's rights Week 8 : Deep dive into current topic Week 9 : Mock debate/comparison presentation of current controversial issue Week 10 : The environment as a global issue Week 11 : The environment as a global issue continued Week 12 : Deep dive into group project Week 13 : Poster Presentations Week 14 : Course Review+Exam			
3. Registration Requirements Registration Requirements: This course is a required course for students on the Global Resources English Applied Track (GREAT). GREAT will only be available to students with adequate English test scores. International exchange students may also apply to attend this course.			
4. Course Preparations Please have a good learner dictionary—this may be either electronic or paper-based.			
5. Textbook (s) None			
6. Reference Book (s) Handouts, the Internet, O-oh Meiji! system			
7. How to provide Feedback to assignments The final exam will be held on the last day of classes. All papers will be submitted on Oh-o! Meiji system.			
8. Assessment Grading and Evaluation Attendance and class participation: 30% Homework 15%In-class quizzes 15%Final presentation and written report 40% (NOTE: More than 3 unexcused absences will result in a fail (3 lates= 1 absence))			
9. Others This course aims to help you use English more fluently and to engage in academic discussions. The issues are issues that affect us all and ones that we all need to talk about.			

科目ナンバー：(BA)SOC191E			
Global Issues B 【GREAT】			DUPLICE, JOHN
Credits: 2	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives The aim of this course is to give you practice in using English to examine academic issues. This course will focus on Global Issues around trade and commerce building upon what was learned in the spring semester. Global Issues B will introduce students to the world of business and global exchange as a global issue. After completing this course you should be able to: <ul style="list-style-type: none"> • understand the major functions of trade and commerce in the world • gain knowledge of how trade affects nations and the world • take part in discussions on global issues 			
2. Course Content Week 1 : Review of Global Issues topics discussed in spring semester Week 2 : Trade and commerce overview Week 3 : The role of global business Week 4 : Free trade and tariffs Week 5 : Trade topic deep dive Week 6 : Mock debate on a controversial current global topic around trade and commerce Week 7 : The environment and trade (part 1) Week 8 : The environment and trade (part 2) Week 9 : Mid-term quiz and introduction to transportation in global trade Week 10 : Global issues around shipping of goods Week 11 : The role of energy in trade and commerce Week 12 : Deep dive into poster project Week 13 : Poster Presentations Week 14 : Course Review+Exam			
3. Registration Requirements Registration Requirements: This course is a required course for students on the Global Resources English Applied Track (GREAT). GREAT will only be available to students with adequate English test scores. International exchange students may also apply to attend this course. Preparation and Review			
4. Course Preparations Please have a good learner dictionary—this may be either electronic or paper-based. You will also need to have access to a computer regularly to watch lectures and short videos on subject to be covered.			
5. Textbook (s) none			
6. Reference Book (s) Handouts, the Internet, O-oh Meiji! system			
7. How to provide Feedback to assignments The final exam will be held on the last day and the final presentation will be held on the second to last class. Papers will be submitted on Oh-o! Meiji system.			
8. Assessment Attendance and class participation: 30% Homework 15%In-class quizzes 15%Final presentation and written report 40% (NOTE: More than 3 unexcused absences will result in a fail (3 lates= 1 absence))			
9. Others This course aims to help you use English more fluently and to engage in academic discussions. The issues are issues that affect us all and ones that we all need to talk about.			

科目ナンバー : (BA) SOC191E			
Global Issues A 【GREAT】			MOREAU, ROBERT
Credits: 2	Year: 1	Spring Semester	Izumi
<p>1. Course Outline and Objectives</p> <p><summary> In this course we will focus on discussing, researching and critically understanding various global issues facing the world and the role of different global organizations in dealing with them in the 21st century. Students will be able to choose issues to research global issues such as poverty, gender, health, education, human rights, environmental, as well as issues connected to labor. Students will research and share information about various issues in class discussions, and will create blogs individually, and websites as a group project, based on the information that they have researched.</p> <p><objectives> In this course, students will gain knowledge of important global issues while at the same time develop and practice specific English skills, such as listening, writing, and discussion. The course will assist students in developing their vocabulary for talking about global issues, as well as various academic skills including note-taking, pair and small group discussion, and presentation skills. In addition, it is a goal of this course to help students develop their research skills, and critical thinking skills.</p>			
<p>2. Course Content</p> <p>Week 1. Introduction to the course focusing on topics and expectations. Week 2. Watching videos and discussing global issue topics. Choosing a global issue to research. Week 3. Weekly discussions and in-class notes. Begin group research project 1: background information Week 4. Weekly discussions and in-class notes. Continue research project 1: Details on where and who is affected Week 5. Weekly discussions and in-class notes. Continue research project 1: Details on organizations that are helping Week 6. Mid-term test, based on weekly discussions, and notes taken in class. Discussing research and outlining for research project # 1 Week 7. Presentation and peer review of research project # 1 Week 8. Weekly discussions and in-class notes. Begin group research project #2. Initial mind-mapping and group discussions. Begin researching background information. Week 9. Weekly discussions. Continue research project 2: Details on where and who is affected Week 10. Weekly discussions. Continue research project 2: Details on who is helping Week 11. Weekly discussions. Continue research project 2: Details local issues connected to the project Week 12. Sharing project information. Working on outlines for project #2 Week 13. Peer review of group projects and discussions Week 14. a. Final Test b. Course Wrap-up</p>			
<p>3. Registration Requirements</p> <p>This course is a required course for students on the Global Resources English Applied Track (GREAT). Non-GREAT students cannot take this course. International exchange students may also apply to attend this course.</p>			
<p>4. Course Preparations</p> <p>Each week you will be assigned homework for reading, writing, or looking for information outside of class. Before and after classes, review what you have learned. Prepare notes reflecting what you researched. You will need an A4 size notebook for this class to prepare notes, which will enable you to join group/class discussions. You will need to spend at least one hour for the review of the class and to prepare the assigned homework every week. Each week, you will have discussions with other students, based on the information you have read for homework.</p>			
<p>5. Textbook (s)</p> <p>There is no textbook. Materials will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course.</p>			
<p>6. Reference Book (s)</p> <p>None</p>			
<p>7. How to provide Feedback to assignments</p> <p>The midterm exam will be held in week-6, and the explanation will also be held on the same day. The final exam will be held on the last day of classes, and the explanation will also be held on the same day. Student papers, notes, outlines, and other materials worked on will be handed in through Oh-o Meiji. General comments on assignments will be published on the Oh-o! Meiji system.</p>			
<p>8. Assessment</p> <p>Class Participation, discussions, reflection writing, and worksheets 30% Project #1 research notes and presentation 25% Project #2 research notes and presentation 25% Midterm test 10% Final test 10%</p>			
<p>9. Others</p> <p>None</p>			

科目ナンバー：(BA)SOC191E			
Global Issues B 【GREAT】			MOREAU, ROBERT
Credits: 2	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives <summary> In this course we will continue building students' research, presentation, and discussion skills as we focus on critically understanding the various global issues facing the world and the role of business and various global organizations in dealing with them in the 21st century. Global issue topics that students may research and discuss include: climate change, war and terrorism, gender issues, health, education, human rights, and global issues connected to business. Students will research and share information about issues in class discussions, and will give presentations based on the information that they have researched. <objectives> In addition to the research projects the students will work on, class time will be used to continue to develop and practice specific English skills, such as listening, writing and discussion, using a variety of sources dealing with global issue topics. The course will help students develop their vocabulary for talking about global issues, as well as improve various academic skills including note-taking, pair and small group discussion and presentation. In addition, activities will be included that help to develop students' critical thinking skills.			
2. Course Content Week 1 . Introduction to the course focusing on topics and expectations, first discussions on global issues Week 2 . Watching videos and discussing global issue topics. Choosing a global issue to research. Week 3 . Weekly discussions and in-class notes. Begin group research project 1: background information Week 4 . Weekly discussions and in-class notes. Continue research project 1: Details on where and who is affected Week 5 . Weekly discussions and in-class notes. Continue research project 1: Details on organizations that are helping Week 6 . Mid-term test, based on weekly discussions, and notes taken in class. Discussing research and outlining and practice for the presentation Week 7 . Group presentations and discussions Week 8 . Weekly discussions and in-class notes. Begin individual research project #2. Initial mind-mapping and group discussions. Begin researching background information. Week 9 . Weekly discussions. Continue research project 2: Details on where and who is affected Week 10. Weekly discussions. Continue research project 2: Details on who is helping Week 11. Weekly discussions. Continue research project 2: Details about local issues Week 12. Sharing project information. Working on outlines for project #2 Week 13. Peer review and discussions about project #2 Week 14. a. Final Test b. Course Wrap-up			
3. Registration Requirements This course is a required course for students on the Global Resources English Applied Track (GREAT). Non-GREAT students cannot take this course. International exchange students may also apply to attend this course.			
4. Course Preparations Each week you will be assigned homework for reading, writing, or looking for information outside of class. Before and after classes, review what you have learned. Prepare notes reflecting what you researched. You will need an A4 size notebook for this class to prepare notes, which will enable you to join group/class discussions. You will need to spend at least one hour for the review of the class and to prepare the assigned homework every week. Each week, you will have discussions with other students, based on the information you have read for homework.			
5. Textbook (s) There is no textbook. Materials will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course.			
6. Reference Book (s) None			
7. How to provide Feedback to assignments The midterm exam will be held in week-6, and the explanation will also be held on the same day. The final exam will be held on the last day of classes, and the explanation will also be held on the same day. Student papers, notes, outlines, and other materials worked on will be handed in through Oh-o Meiji. General comments on assignments will be published on the Oh-o! Meiji system.			
8. Assessment <div style="display: flex; justify-content: space-between;"> Class Participation, discussions, reflection writing, and worksheets 30% </div> <div style="display: flex; justify-content: space-between;"> Project #1 research notes and presentation 25% </div> <div style="display: flex; justify-content: space-between;"> Project #2 research notes and presentation 25% </div> <div style="display: flex; justify-content: space-between;"> Midterm test 10% </div> <div style="display: flex; justify-content: space-between;"> Final test 10% </div>			
9. Others None			

科目ナンバー：(BA)SOC191E			
Global Issues A 【GREAT】			WASH, IAN
Credits: 2	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives Course outline Global Issues is an advanced-level English course that focuses on our increasingly globalised world. The course is designed to enhance students' understanding of major issues and trends associated with globalisation. It also raises awareness of how events and experiences at the local level affect those on a global level and vice versa. Ultimately, this course hopes to bring its students to a higher level of consciousness and responsibility as citizens of a global world. Learning objectives One objective is to familiarise students with key global issues through English by completing relevant reading and listening assignments inside and outside of class. Another goal is to enable students to critically formulate and express their own thoughts in English through collaborative tasks and activities.			
2. Course Content Part 1: Introduction and course outline. Part 2: Article and discussion (Gender) Part 3: Student article share (Gender) Part 4: Documentary and fluency-building (Gender) Part 5: Student article share (Gender) Part 6: Article and discussion (Crime) Part 7: Student article share (Crime) Part 8: Documentary and fluency-building (Crime) Part 9: Student article share (Crime) Part 10: Article and discussion (Food Ethics) Part 11: Student article share (Food Ethics) Part 12: Documentary and fluency-building (Food Ethics) Part 13: Student article share (Food Ethics) Part 14: Review and discussion			
3. Registration Requirements Who is this course for? Global Issues A is a mandatory course for 1st year students in the GREAT (Global Resources English Applied Track) program in the School of Business Administration, based at Izumi campus. The typical Global Issues A student has recently entered university and their English language level is around the intermediate level. Exchange students and other students from higher grades (2nd, 3rd year) with more advanced levels of English language ability are welcome to take the course. Having a culturally diverse classroom can be beneficial to the global nature of the course. This works best when they can support the English education of regular GREAT students and offer insights on topics from their own cultural perspective. Students from outside the GREAT program are expected to adapt to the pace and level of the GREAT students, who are the primary users of this Global Issues A course.			
4. Course Preparations Overview of activities <ul style="list-style-type: none"> • Reading assignments using authentic texts • Multi-media listening activities using authentic broadcasts • Summarising and reporting in oral and written forms • Mini-presentations • Group discussions • Fluency-building • Collaborative learning tasks 			
5. Textbook (s) No textbook			
6. Reference Book (s) No textbook			
7. How to provide Feedback to assignments On lecture slides			
8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (mini-presentations, discussions, reflection papers, etc): 40% • Student article share worksheets: 30% 			
9. Others Homework policy Being absent from class is not a valid excuse for not completing homework assignments. Even if you are absent, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded or marked.			

科目ナンバー：(BA)SOC191E			
Global Issues B 【GREAT】			WASH, IAN
Credits: 2	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives Course outline Global Issues is an advanced-level English course that focuses on our increasingly globalised world. The course is designed to enhance students' understanding of major issues and trends associated with globalisation. It also raises awareness of how events and experiences at the local level affect those on a global level and vice versa. Ultimately, this course hopes to bring its students to a higher level of consciousness and responsibility as citizens of a global world. Learning objectives One objective is to familiarise students with key global issues through English by completing relevant reading and listening assignments inside and outside of class. Another goal is to enable students to critically formulate and express their own thoughts in English through collaborative tasks and activities.			
2. Course Content Part 1: Introduction and course outline. Part 2: Article and discussion (Migration) Part 3: Student article share (Migration) Part 4: Documentary and fluency-building (Migration) Part 5: Student article share (Migration) Part 6: Article and discussion (Public health) Part 7: Student article share (Public health) Part 8: Documentary and fluency-building (Public health) Part 9: Student article share (Public health) Part 10: Article and discussion (Celebrity) Part 11: Student article share (Celebrity) Part 12: Documentary and fluency-building (Celebrity) Part 13: Student article share (Celebrity) Part 14: Review and discussion			
3. Registration Requirements Who is this course for? Global Issues B is a mandatory course for 1st year students in the GREAT (Global Resources English Applied Track) program in the School of Business Administration, based at Izumi campus. The typical Global Issues B student has recently entered university and their English language level is around the intermediate level. The majority of students took Global Issues A in the spring semester and this course builds on the skills development last semester. Exchange students from higher grades (2nd, 3rd year) with more advanced levels of English language ability are welcome to take the course. Having a culturally diverse classroom can be beneficial to the global nature of the course. This works best when they can support the English education of regular GREAT students and offer insights on topics from their own cultural perspective. Students from outside the GREAT program are expected to adapt to the pace and level of the GREAT students, who are the primary users of this Global Issues B course. A degree of patience will be required for this to work.			
4. Course Preparations Overview of activities <ul style="list-style-type: none"> • Reading assignments using authentic texts • Multi-media listening activities using authentic broadcasts • Summarising and reporting in oral and written forms • Mini-presentations • Group discussions • Fluency-building • Collaborative learning tasks 			
5. Textbook (s) No textbook			
6. Reference Book (s) No textbook			
7. How to provide Feedback to assignments On lecture slides			
8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (e.g. mini-presentations, discussions, reflection papers): 40% • Student article share worksheets: 30% 			
9. Others Homework policy Being absent from class is not a valid excuse for not completing homework assignments. Even if you are absent, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded or marked.			

科目ナンバー：(BA)SOC191E			
Global Issues C			WASH, IAN
Credits: 2	Year: 2	Spring Semester	Izumi
1. Course Outline and Objectives Course title Introduction to International Cooperation and Development: Approaches and Actors Course outline This course introduces students to the multidisciplinary field of international development. The course allows students to explore a range of critical debates and discussions connected to doing development and tackling poverty in less prosperous parts of the world, and is divided into two parts. The first part of the course focuses on theories and approaches by examining how the understanding of development has evolved from the colonial period up to contemporary theories of what constitutes a developed society. Part two looks at key actors in the field of development including the state, national development agencies, global financial institutions. In addition to the acquisition of content knowledge, students will develop their English academic communication skills in the following areas: listening comprehension; notetaking skills; critical thinking, discussion, intensive and extensive reading, summary writing, research, and presentation. Learning objectives One objective is to familiarise students of business with the field of development studies by exploring competing theoretical approaches and a range of different stakeholders. Another goal is to further develop academic communication skills necessary to engage fully in courses in which English is the language of instruction.			
2. Course Content Part 1: Course introduction. What is development? Part 2: Theory 1: Colonialism and imperialism 1 Part 3: Theory 1: Colonialism and imperialism 2 Part 4: Theory 2: Modernisation and developmentalism 1 Part 5: Theory 2: Modernisation and developmentalism 2 Part 6: Theory 3: Dependency and underdevelopment 1 Part 7: Theory 3: Dependency and underdevelopment 2 Part 8: Actors 1: The state 1 Part 9: Actors 1: The state 2 Part 10: Actors 2: National development agencies 1 Part 11: Actors 2: National development agencies 2 Part 12: Actors 3: International financial institutions 1 Part 13: Actors 3: International financial institutions 2 Part 14: Final presentations			
3. Registration Requirements Who is this course for? Global Issues C is primarily for 2nd, 3rd and 4th year students in the GREAT (Global Resources English Applied Track) program in the School of Business Administration. Students should have, at the very least, successfully completed courses in the 1st year of the GREAT program. Their English ability should be around the intermediate to upper-intermediate level. Exchange students and other 2nd/3rd/4th grade students at the university are welcome to take the course provided their English level is equal to or higher than that of students in the GREAT program. This course is also suitable for advanced level users of English.			
4. Course Preparations Advice to students <ul style="list-style-type: none"> • Pre-read the chapter of the textbook before the lecture. Listen to the lectures carefully and take notes effectively. • Preparation for reflection and discussion lessons is key. Beforehand make sure you do the following: <ul style="list-style-type: none"> o Do any required pre-readings o Complete all parts of the Preparation Worksheets for homework o When researching your answers to questions, consider the credibility of your sources. Newspaper articles, book chapters and journal articles provide better quality material than blogs and webpages with no identifiable author. o Optional: Do additional reading around concepts and key thinkers covered in the lecture • Use reflection and discussion lessons as an opportunity to make sense of and internalise the material from the lectures and pre-readings. Continually refer your lecture notes, research notes and pre-readings during discussions. • Be patient and respectful of others when discussing challenging ideas. • After class, review the ideas covered in your discussions. Return to your pre-readings and lecture notes to clarify points raised during the reflection and discussion sessions. Demands of the course Global Issues C is a challenging course and therefore students are expected to spend at least 3 - 4 hours on homework per week to fully prepare for each lesson.			
5. Textbook (s) Haslam, P. A., Schafer, J. & Beaudet, P. (2021). Introduction to International Development: Approaches, Actors, Issues, and Practice. Oxford: Oxford University Press. ISBN: 0199036438			
6. Reference Book (s) Recommended supplementary reading <ul style="list-style-type: none"> • Desai, V. & Potter, R. B. (2014) The Companion to Development Studies. Third Edition. London: Routledge <i>An essential one-stop reference book for undergraduate students of international development.</i> <ul style="list-style-type: none"> • Sachs, W. (2010) The Development Dictionary: A Guide to Knowledge as Power. London: Zed Books. <i>A collection of critical essays reviewing key concepts in development studies.</i> <ul style="list-style-type: none"> • Jefferson, P. N. (2018) Poverty: A Very Short Introduction. Oxford: Oxford University Press. <i>This is a brief and clearly written introductory text on poverty and the poor.</i> <ul style="list-style-type: none"> • Goldin, I. (2018) Development: A Very Short Introduction. Oxford: Oxford University Press. <i>A succinct but surprisingly broad introduction to international development.</i>			
7. How to provide Feedback to assignments			
8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (Preparation worksheets, classroom discussions, etc): 50% • Final presentation: 20% 			
9. Others Homework policy Being absent from class is not a valid excuse for failing to complete homework assignments. Even if you are absent from class, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded.			

科目ナンバー：(BA)SOC191E			
Global Issues D			WASH, IAN
Credits: 2	Year: 2	Fall Semester	Izumi
1. Course Outline and Objectives Course title Introduction to International Cooperation and Development: Themes and Issues Course outline This course continues on from Global Issues C to introduce a range of fundamental themes and issues in the field of international development. The course focuses on understanding complex development problems by drawing on the knowledge gained about key theories, concepts and actors. We will explore a number of key themes in international development, looking at questions around how free trade, health and conflict impact on the development of poorer countries. In the second half of the course, students will conduct case study research on one of the themes covered, culminating in a final presentation providing a detailed analysis of the case. In addition to the acquisition of content knowledge, students will develop their English academic communication skills in the following areas: listening comprehension; notetaking skills; critical thinking, discussion, intensive and extensive reading, summary writing, research, and presentation. Learning objectives One objective is to enable students to apply theoretical approaches to challenging themes in field of development and examine the roles different stakeholders play in addressing these issues. Another goal is to further develop academic communication skills necessary to engage fully in courses in which English is the language of instruction.			
2. Course Content Part 1: Course introduction. Review of approaches and actors Part 2: Free trade and fair trade 1 Part 3: Free trade and fair trade 2 Part 4: Health and development 1 Part 5: Health and development 2 Part 6: Conflict, security and development 1 Part 7: Conflict, security and development 2 Part 8: Refugees and development policy and practice 1 Part 9: Refugees and development policy and practice 2 Part 10: Case study research Part 11: Case study research Part 12: Case study research Part 13: Final presentations Part 14: Final presentations			
3. Registration Requirements Who is this course for? This course is primarily for 2nd, 3rd and 4th year students in the GREAT (Global Resources English Applied Track) program in the School of Business Administration. The intended user of the course completed Global Issues C (Introduction to International Cooperation and Development: Approaches and Actors) in the spring semester. Students should have, at the very least, successfully completed courses in the 1st year of the GREAT program. Their English ability should be around the intermediate to upper-intermediate level. Exchange students and other 2nd/3rd/4th grade students at the university are welcome to take the course provided their English level is equal to or higher than that of students in the GREAT program. This course is also suitable for advanced level users of English.			
4. Course Preparations Advice to students <ul style="list-style-type: none"> • Pre-read the chapter of the textbook before the lecture. Listen to the lectures carefully and take notes effectively. • Preparation for reflection and discussion lessons is key. Beforehand make sure you do the following: <ul style="list-style-type: none"> o Do any required pre-readings o Complete all parts of the Preparation Worksheets for homework o When researching your answers to questions, consider the credibility of your sources. Newspaper articles, book chapters and journal articles provide better quality material than blogs and webpages with no identifiable author. o Optional: Do additional reading around concepts and key thinkers covered in the lecture • Use reflection and discussion lessons as an opportunity to make sense of and internalise the material from the lectures and pre-readings. Continually refer your lecture notes, research notes and pre-readings during discussions. • Be patient and respectful of others when discussing challenging ideas. • After class, review the ideas covered in your discussions. Return to your pre-readings and lecture notes to clarify points raised during the reflection and discussion sessions. Demands of the course Global Issues D is a challenging course and therefore students are expected to spend at least 3 - 4 hours on homework per week to fully prepare for each lesson.			
5. Textbook (s) Haslam, P. A., Schafer, J. & Beaudet, P. (2021). Introduction to International Development: Approaches, Actors, Issues, and Practice. Oxford: Oxford University Press. ISBN: 0199036438			
6. Reference Book (s) Recommended supplementary reading <ul style="list-style-type: none"> • Desai, V. & Potter, R. B. (2014) The Companion to Development Studies. Third Edition. London: Routledge <i>An essential one-stop reference book for undergraduate students of international development.</i> <ul style="list-style-type: none"> • Sachs, W. (2010) The Development Dictionary: A Guide to Knowledge as Power. London: Zed Books. <i>A collection of critical essays reviewing key concepts in development studies.</i> <ul style="list-style-type: none"> • Jefferson, P. N. (2018) Poverty: A Very Short Introduction. Oxford: Oxford University Press. <i>This is a brief and clearly written introductory text on poverty and the poor.</i> <ul style="list-style-type: none"> • Goldin, I. (2018) Development: A Very Short Introduction. Oxford: Oxford University Press. <i>A succinct but surprisingly broad introduction to international development.</i>			
7. How to provide Feedback to assignments			
8. Assessment <ul style="list-style-type: none"> • Active participation: 30% • Classwork and homework (Preparation worksheets, classroom discussions, etc): 40% • Final presentation: 30% 			
9. Others Homework policy Being absent from class is not a valid excuse for failing to complete homework assignments. Even if you are absent from class, you are expected to come fully prepared for the next class with the necessary materials. Failure to do this may result in penalties for participation. Homework submitted late will not be graded.			

科目ナンバー：(BA)IND112E			
Liberal Arts Seminar in Foreign Languages A			
KIERNAN, PATRICK・DUPlice, JOHN・MOREAU, ROBERT・BERNINGER, GEROGE			
Credits: 2	Year: 1	Spring Semester Intensive Classes	Izumi
1. Course Outline and Objectives Course Summary This course aims to provide students with guidance on how to develop effective study habits and to effectively approach study at university. It includes time management skills and strategies and techniques needed to accomplish core academic tasks. The style of the class will also help to prepare students for English discussion-based classes as it will be taught in English and include pair-work, group work and informal feedback presentations. Students will also write a CV (Curriculum Vitae) and a personal statement which will become the basis for their first-year portfolio in the fall. In addition, students will have practice in notetaking and in listening to academic English. Toward the end of the semester, there will be a separate English lecture given by a guest speaker. Students will attend, take notes, and write up a summary and response. During Week 13 students will give a presentation to the class. There will be mid-term and final tests. Objectives By the end of this course students should be able to: (1) communicate effectively with a partner or in group discussion (2) give an in-class individual presentation on a prepared topic (3) write a CV and personal statement in English (4) understand effective strategies and be able to manage study at university effectively (5) be able to put study strategies into practice			
2. Course Content Week 1 Introduction, Part A Self-efficacy: Managing your Success as a Student, Chapter 1 Success as a student: Take charge of your success Week 2 Chapter 1 Success as a student Week 3 Chapter 2 Gaining the most from your course: Engage, Enjoy, Excel Week 4 Chapter 2 Gaining the most from your course: Engage, Enjoy, Excel Week 5 Chapter 3 Employability and preparing for your future Week 6 Chapter 3 Employability and preparing for your future Week 7 Chapter 4 Successful study: Intelligence, strategy and personalized learning Week 8 Mid-term listening test, Chapter 4 Successful study: Intelligence, strategy and personalized learning Week 9 Chapter 5 The CREAM strategy for learning Week10 Chapter 5 The CREAM strategy for learning Week11 Chapter 6 Time management as a student Week12 Chapter 6 Time management as a student, Chapter 7 Managing stress and well-being Week13 Individual presentation Week14 a. Review b. Final Test			
3. Registration Requirements This is a required course for GREAT (Global Resources English Applied Track) students. (GREAT1年次必修科目です。GREAT対象者以外の学生は履修できません。)			
4. Course Preparations A copy of the textbook should be purchased from the university bookstore and brought to every class. Students should prepare for all classes by reviewing the content of the previous class and previewing the material in the next part of the textbook. Any supplementary materials provided during class or through Oh-o! Meiji should also be previewed and reviewed to maximize learning. In addition, specific preparation or review tasks will be announced during class and/or on Oh-o! Meiji.			
5. Textbook (s) The Study Skills Handbook, 5th Edition, by Stella Cottrell, Macmillan Study Skills			
6. Reference Book (s) Reference to other recommended study materials or sources will be given during class and/or posted on Oh-o! Meiji. You should keep a file of digital and/or paper copies of all materials.			
7. How to provide Feedback to assignments The specific method of feedback may vary according to the teacher and assignment but will generally be either in class or through Oh-o! Meiji. All written assignments will receive written feedback. For presentations, students will submit the visuals and teachers will provide written comments to each student.			
8. Assessment Class participation: 30% CV and personal statement: 15% MSBA Lecture summary/response: 10% MT Test 5% Presentation 15% Final Test: 25% S=90-100%; A=80-89%; B=70-79%; C=60-69% F= less than 60% T= absent from course			
9. Others			

科目ナンバー：(BA)IND112E			
Liberal Arts Seminar in Foreign Languages B			
KIERNAN, PATRICK・DUPlice, JOHN・MOREAU, ROBERT・BERNINGER, GEROGE			
Credits: 2	Year: 1	Fall Semester Intensive Classes	Izumi
1. Course Outline and Objectives Course Summary This course aims to provide students with guidance on how to develop effective study habits and to effectively approach study at university. It includes time management skills and strategies and techniques needed to accomplish core academic tasks. The style of the class will also help to prepare students for English discussion-based classes as it will be taught in English and include pair-work, group work and informal feedback presentations. At the beginning of the semester, there will be a listening test. Students will create a portfolio that includes an updated CV, a personal statement, and future prospects. In addition, students will have practice in notetaking and in listening to academic English. Toward the end of the semester, there will be a separate English lecture given by a guest speaker. Students will attend, take notes, and write up a summary and response. During Week 13 students will give a presentation to the class. There will be mid-term and final tests. Objectives By the end of this course students should be able to: (1) manage and communicate effectively in group discussions (2) work effectively with a group (3) present with confidence either individually or as part of a group (4) prepare a professional style portfolio (at a student level) (5) understand the principles of cultural competence and ability to put them into practice (6) take and make effective notes (7) understand and be able to apply critical thinking skills			
2. Course Content Week 1 Introduction Chapter 7 Managing Stress and well-being Week 2 After-summer listening test, Chapter 7 managing Stress and well-being Week 3 Chapter 8 Working with others: Collaborative study Week 4 Chapter 8 Working with others: Collaborative study Week 5 Chapter 9 Developing cultural competence: Learning in diverse and international contexts Week 6 Chapter 9 Developing cultural competence: Learning in diverse and international contexts Week 7 Chapter 10 Effective reading and note-making Week 8 Mid-term test, Chapter 10 Effective reading and note-making Week 9 Chapter 10 Effective reading and note-making, Chapter 11 Researching and managing information for study Week10 Chapter 11 Researching and managing information for study Week11 Chapter 12 Critical thinking Week12 Chapter 12 Critical thinking Week13 Group presentation Week14 a. Review b. Final Test			
3. Registration Requirements This is a required course for GREAT (Global Resources English Applied Track) students. (GREAT1年次必修科目です。GREAT対象者以外の学生は履修できません。)			
4. Course Preparations A copy of the textbook should be purchased from the university bookstore and brought to every class. Students should prepare for all classes by reviewing the content of the previous class and previewing the material in the next part of the textbook. Any supplementary materials provided during class or through Oh-o! Meiji should also be previewed and reviewed to maximize learning. In addition, specific preparation or review tasks will be announced during class and/or on Oh-o! Meiji.			
5. Textbook (s) The Study Skills Handbook, 5th edition, by Stella Cottrell, Macmillan Study Skills			
6. Reference Book (s) Reference to other recommended study materials or sources will be given during class and/or posted on Oh-o! Meiji. You should keep a file of digital and/or paper copies of all materials.			
7. How to provide Feedback to assignments The specific method of feedback may vary according to the teacher and assignment but will generally be either in class or through Oh-o! Meiji. All written assignments will receive written feedback. For presentations, students will submit the visuals and teachers will provide written comments to each student.			
8. Assessment Attendance & Class participation: 30% MSBA English lecture summary & response: 10% 1st year-Portfolio: 15% Group presentation: 15% Mid-term test (incl. listening test): 10% Final test (incl. listening test): 20% S=90-100%; A=80-89%; B=70-79%; C=60-69% F= less than 60% T= absent from course			
9. Others			

科目ナンバー：(BA)IND112E			
Liberal Arts Seminar in Foreign Languages C			EDAMURA SHOHEI
Credits: 2	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives THEME: What's The Good Thing To Do? This course aims to provide students with opportunities to discuss specific cases from real or fiction stories and form their own views based on their values. It includes presentations by students to introduce stories they want others to consider and evaluate. These stories may be taken from their own experiences, but they can also be picked from novels, cartoons, movies, animations, and others. Original fiction stories are welcome. Students will also write reaction papers after sessions.			
2. Course Content Week 1 Introduction to the Course Week 2 Personal Stories with Relatives and Friends I Week 3 Personal Stories with Relatives and Friends II Week 4 Personal Stories with Relatives and Friends III Week 5 Personal Stories within Communities I Week 6 Personal Stories within Communities II Week 7 Personal Stories within Communities III Week 8 Stories of the Current Politics I Week 9 Stories of the Current Politics II Week10 Stories of the Current Politics III Week11 Stories of Historical Figures I Week12 Stories of Historical Figures II Week13 Stories of Historical Figures III Week14 Review			
3. Registration Requirements All classes will be conducted in English and will be highly interactive. Students are expected to be prepared to discuss their beliefs and feelings about sensitive topics with others in the class. Reading, writing, and speaking in English inside and outside the classroom are highly recommended.			
4. Course Preparations Students will be asked to pre-read the materials that the presenters provided in Oh-o! Meiji.			
5. Textbook (s) Resources will be provided as pdf files in Oh-o! Meiji.			
6. Reference Book (s)			
7. How to provide Feedback to assignments Feedback for reaction papers will be provided in sessions.			
8. Assessment Attendance & Class participation 42 Reaction Paper 28 Individual Presentation 30 100			
9. Others			

科目ナンバー：(BA)IND112E			
Liberal Arts Seminar in Foreign Languages D			EDAMURA SHOHEI
Credits: 2	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives THEME: Introduction to Philosophy This course aims to provide students with opportunities to read and discuss philosophical texts. It includes presentations by students to explain and interpret the contents of philosophical texts. Students will choose philosophical materials that they would like to read, and we are going to cover them in Week 12 and 14. Students will also write reaction papers after sessions.			
2. Course Content Week 1 Introduction to the Course Week 2 Apology and Crito (Plato) Week 3 Republic I (Plato) Week 4 Republic II (Plato) Week 5 Nicomachean Ethics I (Aristotle) Week 6 Nicomachean Ethics II (Aristotle) Week 7 Discourse on the Method (Descartes) Week 8 Meditations (Descartes) Week 9 Thus Spoke Zarathustra (Nietzsche) Week10 Anarchy, State, and Utopia (Nozick) Week11 Mind: A Brief Introduction (Searle) Week12 Selected Text I Week13 Selected Text II Week14 Review			
3. Registration Requirements All classes will be conducted in English and will be highly interactive. Students are expected to be prepared to discuss their beliefs and feelings about sensitive topics with others in the class. Reading, writing, and speaking in English inside and outside the classroom are highly recommended.			
4. Course Preparations Students will be asked to pre-read the assigned texts and the materials that the presenters provided in Oh-o! Meiji.			
5. Textbook (s) Resources will be provided as pdf files in Oh-o! Meiji.			
6. Reference Book (s)			
7. How to provide Feedback to assignments Feedback for reaction papers will be provided in sessions.			
8. Assessment Attendance & Class participation 42 Reaction Paper 28 Individual Presentation 30 100			
9. Others			

科目ナンバー：(BA)IND112E			
Liberal Arts Seminar in Foreign Languages C			NAGAI HIROHISA
Credits: 2	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives This course is designed for students in the GREAT program. With future career planning in mind, students will learn the subject in English about strategic learning methods that foster self-understanding. Active learning—"Learning by Doing"—is at the core of this class, so students are expected to proactively engage in discussions, group work, and projects conducted in English			
2. Course Content 1. How to approach this course in preparation for becoming a future global leader 2. Self-Esteem: Identify your unique talents and values to effectively achieve personal goals 3. Self-Improvement (vision, resources, channels) 4. Explore careers that align with your personality (MBTI) 5. Apply critical thinking skills to creatively solve problems 6. Communication strategies to convey your message effectively 7. Conflict management for productive problem-solving 8. Interim feedback session 9. Working with others 10. Meeting essentials 11. Study your role model 12. Design your own "Company ME" 13. Presentation of "Company ME" 14. Conclusion and future visions			
3. Registration Requirements Students must use spoken and written English throughout the course. A TOEFL iBT score of at least 60 is recommended for successful completion.			
4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
5. Textbook (s) No textbook is required. Lecture materials will be uploaded on Oh-o! Meiji or distributed in class.			
6. Reference Book (s)			
7. How to provide Feedback to assignments The first half of the course progress will be reviewed during the feedback session in Week 8. Feedback on other activities and exercises will be handed out or posted via Oh-o! Meiji.			
8. Assessment Active participation in class discussions and activities: 80% Presentation of company "ME": 20%			
9. Others			

科目ナンバー：(BA)IND112E			
Liberal Arts Seminar in Foreign Languages D			NAGAI HIROHISA
Credits: 2	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives Global SDGs Challenges This course is designed for students to acquire fundamental knowledge about SDGs activities for future global sustainability leaders. It composed of a. understanding the basics of SDGs and b. learning techniques of researching, analyzing, and presentations on the group project Rather than lecture-style, the course is centered around activities such as exercises and group work, making active participation and engagement essential.			
Objectives of the Course <ul style="list-style-type: none"> • Understand own characteristics and aptitudes toward sustainable management. • Develop competence in collecting, analyzing, and presenting information. • Acquire communication and team building skills to deal with SDGs challenges. 			
2. Course Content 1. Orientation and Icebreaking 2. The concept of SDGs and its purpose. 3. SDGs and YOU: Reflecting on personal connections to SDGs 4. Searching for MU's SDG resources on campus. 5. Presenting the result of research findings. 6. Framework of the Triple Bottom Line 7. Competency in Sustainable Management 8. Sustainability Management in Japan 9. Sustainability Management in the US 10. Sustainability Management in the UK 11. Sustainability Management in Global Companies 12. Lego Serious Play 1: Skill Building & SDGs Activities 13. Lego Serious Play 2: 3 factors and 3 connectors in global company 14. Final Presentation			
3. Registration Requirements Students must use spoken and written English throughout the course. A TOEFL iBT score of at least 60 is recommended for successful completion.			
4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
5. Textbook (s) No textbook is required. Lecture materials will be uploaded on Oh-o! Meiji or distributed in class.			
6. Reference Book (s)			
7. How to provide Feedback to assignments Feedback on other activities and exercises will be handed out or posted via Oh-o! Meiji.			
8. Assessment Active participation in class discussions and activities: 80% Final presentation: 20%			
9. Others			

科目ナンバー：(BA) LAN111E			
TOEFL Reading		YAMATAKA MIWA	
Credits: 1	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives <概要> Course Outline: The TOEFL Reading course is designed to engage students with various academic reading passages and comprehension questions covering a range of subjects, from art to science. This course is ideal for students planning to pursue undergraduate or graduate studies at English-speaking universities. Additionally, it is open to anyone looking to improve their English language skills in an academic context. <到達目標> Course Objectives: ※To be well-prepared for TOEFL reading tasks. ※To boost confidence in reading comprehension skills for introductory academic subjects.			
2. Course Content Course Content: The course will be taught in English. 第1回：【対面授業】 Introduction to TOEFL Reading 第2回：【対面授業】 TOEFL Question Types (part 1) 第3回：【対面授業】 TOEFL Question Types (part 2) 第4回：【対面授業】 Reading: Practice Test 1 (passage A) 第5回：【対面授業】 Reading: Practice Test 1 (passage B) 第6回：【対面授業】 Reading: Practice Test 2 (passage A) 第7回：【対面授業】 Reading: Practice Test 2 (passage B) 第8回：【オンライン授業 (リアルタイム型)】 Reading: Practice Test 3 (passage A) 第9回：【オンライン授業 (リアルタイム型)】 Reading: Practice Test 3 (passage B) 第10回：【オンライン授業 (リアルタイム型)】 Reading: Practice Test 4 (passage A) 第11回：【オンライン授業 (リアルタイム型)】 Reading: Practice Test 4 (passage B) 第12回：【オンライン授業 (リアルタイム型)】 Reading from an external source (passage A) 第13回：【オンライン授業 (リアルタイム型)】 Reading from an external source (passage B) 第14回：【オンライン授業 (リアルタイム型)】 aのみ：Course Review			
3. Registration Requirements 履修上の注意 This course includes both in-person sessions and live-streamed classes on Zoom. 本コースは、春学期の前半は対面授業で、後半はZoomによるリアルタイム型オンライン授業を実施します。 オンライン授業については、以下の方法で実施されます： Zoom招待状の配信 原則として、オンライン授業の前日までに、Oh-o! Meijiのクラスウェブを通じてZoom招待状を配信します。 授業はリアルタイム配信型（100分）で行います。 春学期最終授業の特例 春学期の最終Zoomリアルタイム型授業のみ、授業時間は50分とします。 授業の進行 リアルタイム型授業では、出席確認を授業中にを行います。Zoomのプロフィール名は、必ずフルネーム（実名）で英語と日本語を併記してください（例：Hanako Meiji 明治花子）。 意見交換と質問の場 Oh-o! Meijiのクラスウェブや、年度限定のクラス用SNSグループを活用して意見交換の場を設けます。教員への質問や相談については、専用メールアドレスおよびSNSアカウントを初回授業でお知らせします。 オンライン授業の履修条件 学習環境 安定したネット接続環境があり、静かで学習に集中できる環境（例：自宅またはキャンパス内で指定された教室）で受講してください。 騒音の多い商業施設での受講は禁止します。また、交通機関を利用した移動中のZoom参加は出席として認めません。 使用デバイス 個人で使用可能なノートPCまたはタブレットを推奨します。ヘッドセットやマイクなども必要です。スマートフォンでの受講は推奨しません（画面が小さく、Zoom操作が制限されるため）。ただし、PDF資料の閲覧など補助的に使用する場合があります。			
4. Course Preparations ※You should bring your e-textbook, notebook, and all relevant class worksheets that are uploaded as PDF files on Oh-o! Meiji to class. ※Online assignments will be regularly uploaded onto Oh-o! Meiji to assess comprehension of course topics.			
5. Textbook (s) eBook:The Official Guide to the TOEFL iBT(R) Test, 7th Edition 【新形式対応】2023年7月26日以降のテストに含まれるWriting for an Academic Discussion taskの対策問題も追加され、新形式テストに対応しています。 https://www.officialtestprep.jp/c/bt/T012e			
6. Reference Book (s) During the course, additional worksheets in PDF format will be available for download on Oh-o! Meiji.			
7. How to provide Feedback to assignments Individual feedback will be provided to all the students through Oh-o! Meiji. オンライン課題のフィードバックは、提出期限後に、Oh-o! Meiji システムを通じて配信する。			
8. Assessment 成績評価の方法 評価割合 授業への貢献度：50% 課題：50% 試験 対面形式での試験は実施しません。 単位取得条件 単位を取得するには、授業への貢献だけでなく、全ての課題を期限内に提出する必要があります。 出席に関する規定 ※合計4回の欠席（公的機関発行の証明書を提出できない場合）は単位取得不可となります。 ※合計3回までの欠席や病欠以外の欠席は認められますが、授業への貢献度評価は他の出席している学生より低くなる可能性があるため、注意してください。 ※欠席や病欠を申請する場合は、公的機関が発行した証明書を提示する必要があります。 遅刻 遅刻3回で欠席1回分として扱います。 授業参加の注意点 ※本コースは、教材を購入しない限り、課題に取り組むことができます。 ※教材を持参しない場合や、授業貢献度が著しく低い場合は、評価が下がります。			
9. Others To the class members: I grew up and worked in London, UK, while being Japanese. This unique background has given me a distinct perspective on both cultures, which I look forward to sharing with you. This course aims to provide students with a comprehensive understanding of TOEFL Reading and to build a strong foundation in the subject. However, it may not be suitable for those who prefer a fast-paced learning environment, as I will be teaching the reading materials by breaking them down into smaller parts for clarity. Students with TOEIC scores between 550 and 650 in Listening and Reading typically possess the foundational skills necessary to benefit from a TOEFL course. This score range generally corresponds to an intermediate level (CEFR B1), which is often regarded as the minimum requirement for starting TOEFL preparation. This course is not recommended for beginners in English. I am excited to meet you and look forward to sharing an enjoyable and enriching learning experience together. Best wishes, Miwa Yamataka			

科目ナンバー：(BA) LAN111E			
TOEFL Listening		DUPLICE, JOHN	
Credits: 1	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives This TOEFL listening course is designed for students to become trained in typical listening tasks on a variety of topics that draw on campus-based situations, and a variety of academic subjects ranging from art to science (based on university lectures). We will use TOEFL practice tests and other materials in class to build listening strategies. Students will be required to do out-of-class listening tasks, as well as maintain a listening log/vocabulary notebook. <objectives> To become well equipped with the nature of TOEFL listening tasks and to enhance English listening proficiency. In addition, students will develop their academic vocabulary			
2. Course Content Week 1. Introduction to the course and TOEFL Listening Section, practice pre-test Week 2. Preparations and strategies for TOEFL Listening Section Week 3. Listening Question Type 1: Comprehension questions (gist, content, detail) Week 4. Listening Question Type 1: Comprehension questions (gist, content, detail) Week 5. Listening Question Type 2: Pragmatic questions (function, attitude) Week 6. Listening Question Type 3: Connecting information questions Week 7. "Mid-term" mock practice test Week 8. Review of question types and practice Week 9. Listening Practice Test 1 / Class review Week 10. Listening Practice Test 2 / Class review Week 11. Listening Practice Test 3 / Class review Week 12. Listening Practice Test 4 / Class review Week 13. Student review on learning Week 14. a. Final Test b. Course wrap-up			
3. Registration Requirements The TOEIC level necessary for registering for this course is around 600.			
4. Course Preparations Each week, students will do short reading and listening assignments in English. Students will share summaries of the listening and reading texts they have looked at with other students in the class. Students will also be able to develop their vocabulary through doing these homework assignments. Students may also be required to do some TOEFL test questions as part of their outside-of-class test preparation.			
5. Textbook (s) A notebook for vocabulary and note taking. Educational Testing Service. (2024). Official Guide to the TOEFL iBT Test, Seventh Edition (Official Guide to the TOEFL Test) (7th ed.). McGraw-Hill Education. ISBN: 978-1265477318			
6. Reference Book (s) Educational Testing Service. (2024). Official Guide to the TOEFL iBT Test, Seventh Edition (Official Guide to the TOEFL Test) (7th ed.). McGraw-Hill Education. ISBN: 978-1265477318			
7. How to provide Feedback to assignments The final exam will be held on the last day of class, but this exam is focused for practice purposes for you to assess your improvement throughout the course.			
8. Assessment Participation (including attendance) and quality of performance in assigned class activities 50% Outside of class activities (e.g., listening and vocabulary logs done for homework) 30% Midterm test 10% Final test 10%			
9. Others The TOEFL iBT test is designed for students who want to pursue undergraduate or graduate study in English-speaking universities. However, the course is open to any student who is interested to learn and improve the English language skills necessary to succeed in an academic setting across the world. There will be weekly opportunities to participate actively in pair or group work to build confidence in speaking skills.			

科目ナンバー：(BA) LAN111E			
TOEFL Speaking		YAMATAKA MIWA	
Credits: 1	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives <概要> Course Outline: The TOEFL Speaking course is designed to help students develop skills in typical speaking tasks across a variety of topics. The topics include personal experiences, campus-related situations, and a range of academic subjects such as art and science. This course is ideal for students planning to pursue undergraduate or graduate studies at English-speaking universities. Additionally, it is open to anyone looking to improve their English language skills in an academic context. <到達目標> Course Objectives: ※To develop a thorough understanding of TOEFL speaking tasks. ※To improve English speaking proficiency.			
2. Course Content Course Content: The course will be taught in English. 第1回：【オンライン授業（リアルタイム型）】 Introduction to TOEFL Speaking. 第2回：【オンライン授業（リアルタイム型）】 TOEFL Question Types (part 1.) 第3回：【オンライン授業（リアルタイム型）】 TOEFL Question 1: The Independent Task (Selecting your preference). 第4回：【オンライン授業（リアルタイム型）】 TOEFL Question 1: The Independent Task (Giving your opinion). 第5回：【オンライン授業（リアルタイム型）】 TOEFL Question 1: The Independent Task Activity. 第6回：【オンライン授業（リアルタイム型）】 TOEFL Question 2: The Integrated Tasks (Part 1) 第7回：【オンライン授業（リアルタイム型）】 TOEFL Question 2: The Integrated Tasks (Part 2) 第8回：【対面授業】 TOEFL Question 3: General/Specific (Part 1) 第9回：【対面授業】 TOEFL Question 3: General/Specific (Part 2) 第10回：【対面授業】 TOEFL Question 3: General/Specific (Part 3) 第11回：【対面授業】 TOEFL Question 4: Summary (Part 1) 第12回：【対面授業】 TOEFL Question 4: Summary (Part 2) 第13回：【対面授業】 TOEFL Question 4: Summary (Part 3) 第14回：【対面授業】 aのみ：Course Review			
3. Registration Requirements 履修上の注意 This course includes both in-person sessions and live-streamed classes on Zoom. 本コースは、秋学期の前半はZoomによるリアルタイム型オンライン授業で、後半は対面授業を実施します。 オンライン授業については、以下の方法で実施されます： Zoom招待状の配信 原則として、オンライン授業の前日までに、Oh-o! Meijiのクラスウェブを通じてZoom招待状を配信します。授業はリアルタイム配信型（100分）で行います。 秋学期最終授業の特例 秋学期の最終Zoomリアルタイム型授業のみ、授業時間は50分とします。 授業の進行 リアルタイム型授業では、出席確認を授業中に行います。Zoomのプロフィール名は、必ずフルネーム（実名）で英語と日本語を併記してください（例：Hanako Meiji 明治花子）。 意見交換と質問の場 Oh-o! Meijiのクラスウェブや、年度限定のクラス用SNSグループを活用して意見交換の場を設けます。教員への質問や相談については、専用メールアドレスおよびSNSアカウントを初回授業でお知らせします。 オンライン授業の履修条件 学習環境 安定したネット接続環境があり、静かで学習に集中できる環境（例：自宅またはキャンパス内で指定された教室）で受講してください。 騒音の多い商業施設での受講は禁止します。また、交通機関を利用した移動中のZoom参加は出席として認めません。 使用デバイス 個人で使用可能なノートPCまたはタブレットを推奨します。ヘッドセットやマイクなども必要です。スマートフォンでの受講は推奨しません（画面が小さく、Zoom操作が制限されるため）。ただし、PDF資料の閲覧など補助的に使用する場合があります。			
4. Course Preparations ※You should bring your e-textbook, notebook, and all relevant class worksheets that are uploaded as PDF files on Oh-o! Meiji to class. ※Online assignments will be regularly uploaded onto Oh-o! Meiji to assess comprehension of course topics.			
5. Textbook (s) eBook:The Official Guide to the TOEFL iBT(R) Test, 7th Edition 【新形式対応】2023年7月26日以降のテストに含まれるWriting for an Academic Discussion taskの対策問題も追加され、新形式テストに対応しています。 https://www.officialtestprep.jp/c/ibt/T012e			
6. Reference Book (s) During the course, additional worksheets in PDF format will be available for download on Oh-o! Meiji.			
7. How to provide Feedback to assignments Individual feedback will be provided to all the students through Oh-o! Meiji. オンライン課題のフィードバックは、提出期限後に、Oh-o! Meiji システムを通じて配信する。			
8. Assessment 成績評価の方法 評価割合 授業への貢献度：50% 課題：50% 試験 対面形式での試験は実施しません。 単位取得条件 単位を取得するには、授業への貢献だけでなく、全ての課題を期限内に提出する必要があります。 出席に関する規定 ※合計4回の欠席（公的機関発行の証明書を出せない場合）は単位取得不可となります。 ※合計3回までの公欠や病欠以外の欠席は認められますが、授業への貢献度評価は他の出席している学生より低くなる可能性があるため、注意してください。 ※公欠や病欠を申請する場合は、公的機関が発行した証明書を提示する必要があります。 遅刻 遅刻3回で欠席1回分として扱います。 授業参加の注意 ※本コースは、教材を購入しない限り、オーディオ付き課題に取り組むことができません。 ※教材を持参しない場合や、授業貢献度が著しく低い場合は、評価が下がります。			
9. Others To the class members: I grew up and worked in London, UK, while being Japanese. This unique background has given me a distinct perspective on both cultures, which I look forward to sharing with you. This course aims to provide students with a comprehensive understanding of TOEFL Speaking and to build a strong foundation in the subject. Students with TOEIC scores between 550 and 650 in Listening and Reading typically possess the foundational skills necessary to benefit from a TOEFL course. This score range generally corresponds to an intermediate level (CEFR B1), which is often regarded as the minimum requirement for starting TOEFL preparation. This course is not recommended for beginners in English. I am excited to meet you and look forward to sharing an enjoyable and enriching learning experience together. Best wishes, Miwa Yamataka			

科目ナンバー：(BA) LAN111E			
TOEFL Writing		KIERNAN, PATRICK	
Credits: 1	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives This course is to prepare students for the writing section of the TOEFL Test. The test format changed in July 2023 to include an Academic Discussion writing task together with the integrated writing task. This course will focus on developing the skills needed to complete both the new task and the integrated one. To begin with, the course will focus on analyzing the test and model answers in order to understand what is required to write successful answers. Practice activities to develop the skills needed will include classroom tasks working and communicating with other students; homework assignments to build the necessary listening, reading, writing, and discussion skills; and practice with the TOEFL writing tasks. The main text for this course is a collection of seven practice writing tests that will be supplemented with other materials in order to enable you to perform effectively on these tasks. Even though this is a course focused on writing, the integrated task means that there will be extended practice in reading and listening. In addition, to help develop the skills for the written discussion section, we will also practice having verbal discussions of the topics. Therefore, this course will be an effective way to develop communicative academic skills in English above and beyond the specific requirements of the writing section of the TOEFL test. Course aims (1) To become familiar with the structure and content of the writing section of TOEFL (2) To develop effective test taking strategies for the writing section of TOEFL (3) To develop the general academic skills needed to succeed in TOEFL (4) To improve the English academic skills needed for study at an overseas university			
2. Course Content Week 1 Course introduction Week 2 History PT1 - Integrated Week 3 History PT12- Academic Discussion Week 4 Astronomy PT2- Integrated Week 5 Political Science PT9- Academic Discussion Week 6 Education PT3- Integrated Week 7 Sociology PT10/PT14- Academic Discussion Week 8 Review / Practice Test 1 Week 9 Anthropology PT4- Integrated Week 10 Psychology PT11- Academic Discussion Week 11 Health PT5- Integrated Week 12 Economics PT13- Academic Discussion Week 13 History PT7 - Integrated Week 14 Review / Practice Test 2			
3. Registration Requirements This course is open to all students with an interest in learning to take or improve scores academic tests such as TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT.			
4. Course Preparations Students should preview and review the content of all classes and will also be given other assignments to complete at home during the course.			
5. Textbook (s) Montayre, R. J. G. (2023) TOEFL Writing Practice Test 2023-2024.			
6. Reference Book (s) Practice tests available online at: https://www.ets.org/pdfs/toefl/toefl-ibt-writing-practice-sets.pdf Other resources will be shared through Oh-o! Meiji during the course			
7. How to provide Feedback to assignments Weekly classwork and assignments will be either submitted during class or through Oh-o! Meiji and feedback will be given in class or on Oh-o! Meiji according to the submission method.			
8. Assessment 40% Participation and classwork 20% Assignments 20% MT Test 20% Final Test			
9. Others Stick with the course and try to make what you learn your own so that you can become confident in writing these short timed essays in accordance with the exam format.			

科目ナンバー：(BA)LAN111E			
TOEFL Preparation A			YAMASHITA YOSHIE
Credits: 1	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives This course focuses on the Reading Section of TOEFL iBT and is designed for advanced students who want to achieve 20 or more in the Reading Section. The various question types found in the Reading Section will be introduced and students will practice each question type. Also, students will learn different types of texts and vocabulary specific to the academic subject areas. There will be a final exam at the end of the term.			
2. Course Content WEEK 1 : Introduction, Preview test WEEK 2 : Chapter 1 Fact Questions WEEK 3 : Chapter 2 Negative Fact Questions WEEK 4 : Chapter 3 Inference Questions WEEK 5 : Chapter 4 Rhetorical Purpose Questions Vocabulary Review WEEK 6 : Mini Test 1, Review WEEK 7 : Chapter 5 Vocabulary Questions WEEK 8 : Chapter 6 Reference Questions WEEK 9 : Chapter 7 Sentence Simplification Questions WEEK 10 : Chapter 8 Text Insertion Questions, Vocabulary Review, Mini Test 2 WEEK 11 : Chapter 9 Prose Summary Questions WEEK 12 : Chapter 10 Table/Chart Questions WEEK 13 : Vocabulary Review 3, Review WEEK 14 : Course review + Final Test			
3. Registration Requirements 『履修のための英語要件』の基準点を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 600) cannot register. *This course is open to all students with an interest in learning to take or improve scores academic tests such as TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT.			
4. Course Preparations Please have a good learner dictionary. This may be either electronic or paper-based.			
5. Textbook (s) Building Skills for the TOEFL iBT, 3rd edition, Reading by Paul Edmunds, Nancie McKinnon, Jeff Zeter Compass Publishing, ISBN: 978-1-68591-348-9			
6. Reference Book (s) Handouts, the Internet, Oh-o!Meiji system			
7. How to provide Feedback to assignments Feedback will be given through grades or comments, or both.			
8. Assessment Class participation and attendance: 40% Homework/Quizzes: 10% Final examination: 50%			
9. Others			

科目ナンバー：(BA)LAN111E			
TOEFL Preparation B			YAMASHITA YOSHIE
Credits: 1	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives This course focuses on the Writing Section of the updated TOEFL iBT and is designed for advanced students who want to obtain 20 or more in the section. There are two parts in the Writing Section: Integrated Task and Academic Discussion. Students will learn how to approach one by one and practice with the questions included in the textbook and also from other materials provided in the class. There will be a final exam at the end of the term.			
2. Course Content Week 1 Course introduction Week 2 Chapter 1 About the new TOEFL writing section Week 3 Chapter 2 About the integrated task Week 4 Chapter 3 Integrated writing practice questions (1) Week 5 Chapter 3 Integrated writing practice questions (2) Week 6 Chapter 3 Integrated writing practice questions (3) Week 7 Chapter 3 Integrated writing practice questions (4) Week 8 Review / Practice Test 1 Week 9 Chapter 4 About the writing for an academic discussion task (1) Week 10 Chapter 5 About the writing for an academic discussion task (2) Week 11 Chapter 5 About the writing for an academic discussion task (3) Week 12 Chapter 5 Common grammar and language use errors Week 13 Chapter 6 Review/Practice Test 2 Week 14 Review / Final Exam			
3. Registration Requirements 『履修のための英語要件』の基準点を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 600) cannot register. *This course is open to all students with an interest in learning to take or improve scores academic tests such as TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT.			
4. Course Preparations Please have a good learner dictionary. This may be either electronic/web or paper-based.			
5. Textbook (s) The Test Resources Guide to the New TOEFL iBT® Writing Section By Michael Goodine, 2023/8/23, ISBN : 979-8858651208			
6. Reference Book (s) Handouts, the Internet, Oh-o! Meiji system			
7. How to provide Feedback to assignments Feedback will be given through grades or comments, or both.			
8. Assessment Participation and classwork 40% Practice Tests 20% Final Test 40%			
9. Others			

科目ナンバー：(BA) LAN111E			
English Exams A			KIERNAN, PATRICK
Credits: 1	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives This course is to prepare students taking English academic exams such as IELTS. Accordingly, it will focus on introducing the question types found in IELTS as well as the strategies needed to perform well on these tests. The main textbook for this course is a general English based on the IELTS test but this will be used in conjunction with the IELTS practice material that will be provide in class or for homework. Both IELTS (and similar tests such as TOEFL) are designed to ensure that the English ability of students studying on English-based programs is adequate. This includes having sufficient academic vocabulary and communication skills to follow lectures, complete reading and writing assignments, and participate in campus life using English. The class will therefore be taught in English with these overall aims in terms of English communication in mind. Each week will focus on a common test topic and specific strategies and skills needed to be successful in such tests as well as academic vocabulary. Practice tests or textbook materials will be provided for extra practice to develop these skills. By the end of the course, students should have a familiarity with both IELTS have acquired effective strategies for taking it and have improved knowledge of the vocabulary and skills targeted by these tests. Although the focus of the course will be on texts the classroom method with focus on communicative activities. (1) To become familiar with the structure and content of academic English exams, particularly IELTS (2) To develop effective test taking strategies (3) To develop a good vocabulary of academic English (4) To improve the practical English skills targeted by the tests and needed for study abroad			
2. Course Content Week 1 Course introduction Week 2 The man-made environment Week 3 The man-made environment Week 4 The man-made environment Week 5 Leisure and education Week 6 Leisure and education Week 7 Leisure and education + MT test Week 8 News and media Week 9 News and Media Week 10 News and Media Week 11 Travel and Transport Week 12 Travel and Transport Week 13 Travel and Transport Week 14 Review and final test			
3. Registration Requirements This course is open to all students with an interest in learning to take or improve scores academic tests such as IELTS and TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT.			
4. Course Preparations Students should review all classwork. Other assignments will be given as homework to be completed at home depending on the pace of the class and specific goals of the students taking the class. For example, although the main focus of classwork will be on examples from IELTS, those with a main interest in taking TOEFL will have the option to focus on TOEFL rather than IELTS examples.			
5. Textbook (s) Mindset for IELTS with updated digital pack: Level 2 Student's Book with Digital Pack) (March 2023) Cambridge University Press. ISBN: 9781009280303			
6. Reference Book (s) Other class materials, resources, or suggestions for further reading will be shared in class and through Oh-o! Meiji.			
7. How to provide Feedback to assignments Feedback on assignments will be given during class or through Oh-o! Meiji. Written tasks should be submitted to Oh-o! Meiji and feedback, including corrections and suggestions will be provided. Speaking tasks will be followed up with individual oral feedback. Listening and reading tasks will be reviewed in class with advice on specific issues faced by students. Students will receive individual feedback on the mid-term and final tests via Oh-o! Meiji.			
8. Assessment Classwork and participation: 40% Homework: 20% Test practice: 40%			
9. Others Do your best and keep practicing so that you can get the best possible score when you take IELTS TOEFL or other academic tests and improve your confidence and skill in using English at the same time!			

科目ナンバー：(BA) LAN111E			
English Exams B			KIERNAN, PATRICK
Credits: 1	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives Summary This course is to prepare students taking English academic exams such as TOEFL and IELTS. The main textbook for this course is based on the IELTS test so it is ideally suited to students considering taking the IELTS test. It is, however, also a challenging course to help you push up your English skills. Achieving success in IELTS should show that you have sufficient academic vocabulary and communication skills to follow lectures, complete reading and writing assignments, and participate in campus life using English. The class will therefore be taught in English with these overall aims in terms of English communication in mind. Each week will focus on specific strategies and skills needed to be successful in such tests as well as academic vocabulary. Practice tests or textbook materials will be used to practice and develop these skills. By the end of the course, students should have a familiarity with IELTS, have acquired effective strategies for taking academic tests and improved the kind of vocabulary and skills targeted by these tests. As these tests are used to confirm the English ability of students applying for study abroad on exchange programs, I welcome questions or advice on study abroad. Although the focus of the course will be on texts the classroom method with focus on communicative activities. Objectives (1) To become familiar with the structure and content of academic English exams, particularly IELTS (2) To develop effective test taking strategies (3) To develop a good vocabulary of academic English (4) To improve the practical English skills targeted by the tests and needed for study abroad			
2. Course Content Week 1 Course introduction (Travel) Week 2 Business and Work - Reading Week 3 Business and Work - Writing/Speaking Week 4 Business and Work - Listening Week 5 The Natural Environment Reading Week 6 The Natural Environment Writing/Speaking Week 7 The Natural Environment Listening Week 8 Review / Practice Test 1 Week 9 Educational Systems Reading Week 10 Educational Systems Writing/Speaking Week 11 Educational Systems Listening Week 12 Festivals and Traditions Reading Week 13 Festivals and traditions Writing/Speaking Week 14 Review / Practice Test 2			
3. Registration Requirements This course is open to all students with an interest in learning to take or improve scores academic tests such as IELTS and TOEFL. Students should be comfortable with taking a course taught in English and be prepared to use English during class. Students on the GREAT program can take this course as one of the required electives for GREAT.			
4. Course Preparations Students should review all classwork. Other assignments will be given as homework to be completed at home depending on the pace of the class and specific goals of the students taking the class. For example, although the main focus of classwork will be on examples from IELTS, those with a main interest in taking TOEFL will have the option to focus on TOEFL rather than IELTS examples.			
5. Textbook (s) Mindset for IELTS with updated digital pack: Level 2 Student's Book with Digital Pack) (March 2023) Cambridge University Press. ISBN: 9781009280303			
6. Reference Book (s) Other resources or suggestions for further reading will be shared in class and through Oh-o! Meiji			
7. How to provide Feedback to assignments Feedback on assignments will be given during class or through Oh-o! Meiji. Written tasks should be submitted to Oh-o! Meiji and feedback, including corrections and suggestions will be provided. Speaking tasks will be followed up with individual oral feedback. Listening and reading tasks will be reviewed in class with advice on specific issues faced by students. Students will receive individual feedback on the two practice tests via Oh-o! Meiji.			
8. Assessment Class participation 40% Homework: 20% Test practice (20% x2): 40%.			
9. Others Do your best and keep practicing so that you can get the best possible score when you take IELTS TOEFL or other academic tests.			

科目ナンバー：(BA)LAN111E			
Genres of Writing			KIERNAN, PATRICK
Credits: 1	Year: 1	Spring Semester	Izumi
1. Course Outline and Objectives Summary This is an English reading and writing elective course which focuses on practical English writing through exploring the features of different kinds of writing. These different kinds of writing are called "genres". The course will focus on reading, analyzing, and imitating some business and other common genres of writing such as business and casual email, social media posts, product/service reviews, and business reports. This will help you acquire and use these writing genres for communication in everyday life and teach you how to recognize and imitate features of other genres that you may encounter in the future. Learning about genre helps overcome the common problem that student writers have with confusing different genres. Confusing genres is common when students do not realize that ways of speaking and writing in one situation are not appropriate in other situations. During the course, you will learn conventional expressions which are frequently used in the genres. Objectives (1) To be able to write clearly in some business and other common genres of English writing (2) To be familiar with common expressions used in some common genres of English writing (3) To be able to identify features of a writing genre (4) To become familiar with the three kinds of meaning involved in communication and how they shape genre			
2. Course Content 1. Course introduction and overview: What is genre writing and why is it important? 2. Comparing a business and casual email 3. Writing business email 4. Writing Formal and informal email 5. Email - customer-supplier sequence 6. Informal email exchange 7. Preparing a blog and self-introduction 8. Coffee shop comparison 9. Writing a product/service comparison 10. Customer reviews 11. Event reviews 12. Personal narrative 13. Blog rants and farewell blog 14. Review and final test			
3. Registration Requirements Students should be comfortable with taking a class taught in English and using Word to write assignments. English requirement : TOEIC 600~			
4. Course Preparations Each class will focus on either reading and analyzing examples of particular business writing genres or preparing a written example of the genre. Therefore, homework will generally consist of preparing the readings in advance or completing the writing tasks. Other supplementary readings to help with better understanding the concept of genre may also be assigned.			
5. Textbook (s) All materials for this class will be provided in class and posted on Oh-o! Meiji.			
6. Reference Book (s) All reference materials for this class will be provided during class and made available on Oh-o! Meiji.			
7. How to provide Feedback to assignments Weekly in class writing assignments will be posted on Oh-o! Meiji and students will submit assignments and receive feedback through Oh-o! Meiji.			
8. Assessment attendance/participation: 30% general writing tasks (20%) email tasks (20%); blog tasks (20%); Review quiz: 10%.			
9. Others This is a practical English writing course open to students of all levels of English ability and accordingly includes tasks that are adaptable to the student's ability. You can learn practical English skills that may be useful to you at work in and gain a deeper understanding of language and communication. This class is not concerned with testing your English ability but rather with developing it in cooperation with other students.			

科目ナンバー：(BA)LAN111E			
Speech and Debate			MOREAU, ROBERT
Credits: 1	Year: 1	Fall Semester	Izumi
1. Course Outline and Objectives <summary> In this course, students will prepare and deliver an informative speech, as well as a persuasive speech. Also, students will learn basic debating skills such as constructing effective arguments, and giving refutations. We will cover ways of effectively organizing speeches and debates. In preparing the materials for this class, the students' discussion, research, and public speaking skills will be developed. Students will actively listen to debates and speeches, make notes, and write summaries and reflection on what they have learned. <objectives> The main objective of this course is to develop students' ability to prepare and deliver effective, academic speeches and debates in English. Students will be able to prepare effective visual aids, and speak from well-organized, key point outlines. An additional objective of the course is the development of students' basic research skills, and ability to make notes in English from written and spoken texts.			
2. Course Content Week 1. Introduction to the class, general concepts on public speaking, impromptu speeches Week 2. Impromptu speeches, informative speech, general concepts and preparation Week 3. Informative speeches, preparation and practice Week 4. Informative speech presentations and peer review Week 5. Informative speech presentations and peer review, introduction to persuasive speech Week 6. Persuasive speech general ideas and preparation Week 7. Persuasive Speech preparation and practice Week 8. Persuasive speech presentations and peer review Week 9. Persuasive speech presentations and peer review, introduction to debate Week 10. Debate: general structure and introduction speeches Week 11. Debate: refutations Week 12. Debate: conclusions and practice Week 13. Final debate and peer review Week 14. a. Final debates and peer review b. Class wrap-up			
3. Registration Requirements The TOEIC level necessary for registering for this course is around 600.			
4. Course Preparations Students will need to do some research outside of class in order to prepare for their speeches and debates. They will also be expected to review any concepts related to speech and debate preparation covered in the class. Students will need to practice their speeches for homework as well.			
5. Textbook (s) There is no textbook. Materials will be provided as handouts during class or links on Oh-o! Meiji. You should keep a file for handouts and all the other study materials for this course. Students will also be required to do their own online searches for information.			
6. Reference Book (s) None			
7. How to provide Feedback to assignments Feedback for the speeches and debates will be provided in the class. Student papers, notes, outlines, and other materials worked on will be handed in through Oh-o Meiji. General comments on assignments will be published on the Oh-o! Meiji system.			
8. Assessment Class participation (notes, discussions, homework, reflections) 25% Informative Speech 25% Persuasive Speech 25% Debate 25% Grades will be based on content, organization, and the overall effectiveness of speeches and debates. Students will submit notes, summaries, self-reflections and other writings about the projects as required. The class participation is based on the effort that people make in class, completion of homework tasks, and having a positive attitude towards the course.			
9. Others None			

科目ナンバー：(BA)MAN291E			
Fundamentals of Management A [2018年度以前入学者 「Introduction to Management A」]		SUMI ATSUSHI	
Credits: 2	Year: 2	Spring Semester	Izumi
1. Course Outline and Objectives Course Outline and Objectives: This course serves as a general introduction to Management, utilizing a popular English textbook commonly used in undergraduate business programs at United States universities. The primary goal is to comprehend fundamental concepts and approaches in Management, including the business mindset, business ethics, corporate social responsibility, ownership, issues of corporate governance, and management roles and functions. The course is specifically designed for students in the business program who have successfully completed the General Management (経営総論) course in Japanese during the spring semester of their freshman year. In addition, it is desirable that participants have successfully completed Fundamentals of Management A/B during the 2nd year. Lectures are conducted in English. The course is designed to facilitate students understanding of the selected topics by elaborating key issues instead of superficially covering the wide range of topics in business management. Each session includes team presentations by participants, followed by group discussions on the topics featured in the textbook. Goals of the Course: 1 Gain an understanding of the basic concepts and approaches in Management in English. 2 Develop a foundational business mindset to prepare for future global business careers.			
2. Course Content Course Content: 1 st Week Course Introduction and assignment of students' presentations 2 nd Week Developing a Business Mindset 1 3 rd Week Developing a Business Mindset 2 4 th Week Developing a Business Mindset 3 (Discussion) 5 th Week Economics, Money, and Banking 1 6 th Week Economics, Money, and Banking 2(Discussion) 7 th Week The Global Marketplace 1 8 th Week The Global Marketplace 2 9 th Week The Global Marketplace 3 (Discussion) 10th Week Business Ethics and Corporate Social Responsibility 1 11th Week Business Ethics and Corporate Social Responsibility 2 12th Week Business Ethics and Corporate Social Responsibility 3 (Discussion) 13th Week TEAM PRESENTATION 1 14th Week TEAM PRESENTATION 2			
3. Registration Requirements Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance.			
4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. All participants are required to read the designated part of the textbook carefully in advance and prepare for presentations and group discussions.			
5. Textbook (s) Textbook (s) Courtland L. Bovee, John V. Thill (2023) Business in Action, Global Edition. Pearson Education Limited: 10th edition.			
6. Reference Book (s) Reference Book (s) References are introduced, if necessary.			
7. How to provide Feedback to assignments			
8. Assessment Assessment: (1) 10 Quizzes 40% (2) Participation to the class (including team presentations and group discussions) : 30%. (3) Case Study Question Assignment: 30%. *Case Study Question: TBA			
9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2025classes.sumi@gmail.com.			

科目ナンバー：(BA)MAN291E			
Fundamentals of Management B [2018年度以前入学者 「Introduction to Management B」]		SUMI ATSUSHI	
Credits: 2	Year: 2	Fall Semester	Izumi
1. Course Outline and Objectives Course Outline and Objectives: This course serves as a general introduction to Management, utilizing an English textbook popular in undergraduate business programs at universities in the United States. The primary goal is to understand the basic concepts and approaches in Management, covering areas such as production systems, employee motivation, human resources management. The course is specifically designed for students in the business program who have successfully completed the General Management (経営総論) course in Japanese during the spring semester of their freshman year. In addition, it is desirable that participants have successfully completed Fundamentals of Management A/B during the 2nd year. Lectures are conducted in English. The course is designed to facilitate students understanding of the selected topics by elaborating key issues instead of superficially covering the wide range of topics in business management. Each session includes team presentations by participants, followed by group discussions on the topics featured in the textbook. Goals of the Course: 1 Understand the basic concepts and approaches in Management in English. 2 Develop a foundational business mindset to be ready for future global business careers.			
2. Course Content 1 st Week Course Introduction & Assignment of Team Presentation 2 nd Week Production Systems 1 3 rd Week Production Systems 2 4 th Week Production Systems 3 (Discussion) 5 th Week Employee Motivation 1 6 th Week Employee Motivation 2 7 th Week Employee Motivation 3 8 th Week Employee Motivation 4 (Discussion) 9 th Week Human Resource Management 1 10th Week Human Resource Management 2 11th Week Human Resource Management 3 12th Week Human Resource Management 4 (Discussion) 13th Week TEAM PRESENTATION 1 14th Week TEAM PRESENTATION 2			
3. Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/ guidance.			
4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. All participants are required to read the designated part of the textbook carefully in advance and prepare for presentations and group discussions.			
5. Textbook (s) Courtland L. Bovee, John V. Thill (2023) Business in Action, Global Edition, Pearson Education Limited; 10th edition.			
6. Reference Book (s) References are instructed, if necessary.			
7. How to provide Feedback to assignments			
8. Assessment Assessment : (1) 10 Quizzes 40% (2) Participation to the class (including team presentations and group discussions) : 30%. (3) Mini Case Study Report Assignment: 30%.			
9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2025classes.sumi@gmail.com.			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication A			KANEKO ATSUKO
Credits: 2	Year: 2	Spring Semester	Izumi
1. Course Outline and Objectives Successful leaders are highly effective communicators. This course develops an understanding of the theory of human communication so that a student can apply it in the organizational setting. The course content will include principles of relationship-building such as personal credibility, emotional intelligence and listening and their application to productive business communication. It involves developing and enhancing your competencies in collaborating in teams, writing effective business messages, developing influential messages, and speaking and presenting in workplace settings. Learning Objectives: - Understand and build credibility as a manager - Learn and apply the theory and principles of interpersonal business communication - Understand and describe characteristics of cultural intelligence, its importance for global business leaders, and approaches to developing it - Develop and deliver compelling messages - Develop critical thinking, collaboration, and productivity in work relationships Main Deliverables in the 14-Week Session: Presentations: Two formal written presentations accompanied by visual aids and/or reports. Students must video-record their presentations and submit the recordings along with their visual aids for grading.			
2. Course Content Week 1 (4/16) Introduction; Establishing Credibility: Competence, Caring, Character Week 2 (4/23) Interpersonal Communication Week 3 (4/30) Team Communication Week 4 (5/7) Inclusion in a Diverse Workplace Week 5 (5/14) Global Communication Week 6 (5/21) Student Presentations Week 7 (5/28) Creating Effective Business Messages Week 8 (6/4) Improving Readability with Style and Design Week 9 (6/11) Email and Other Traditional Tools for Business Week 10 (6/18) Collaboration Tools and Social Media for Business Communication Week 11 (6/25) Routine Business Messages Week 12 (7/2) Persuasive Messages Week 13 (7/9) Student Presentations Week 14 (7/16) Student Presentations			
3. Registration Requirements ※「履修のための英語要件の基準点（以下のいずれか）」を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFLiBT 64, or IELTS 5.5) cannot take this course.			
4. Course Preparations Students are expected to preview the book, respond to questions for discussion, prepare for quizzes, and develop reports. Students submit activity reports based on preview and class discussion every week. Quizzes are designed to help students understand the concepts introduced in the book.			
5. Textbook (s) Peter Cardon (2024). Business Communication: Developing Leaders for a Networked World 5th Edition McGraw-Hill ISBN 978-1-266-15821-6			
6. Reference Book (s)			
7. How to provide Feedback to assignments Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.			
8. Assessment Reports and presentations (2) 40%; quizzes and assignments 40%; contribution to class: 20% Attendance: If students miss more than 3 of the 14 classes, they will not receive credits. 3 late arrivals equal 1 absence.			
9. Others			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication B			KANEKO ATSUKO
Credits: 2	Year: 2	Fall Semester	Izumi
1. Course Outline and Objectives Successful leaders are highly effective communicators. This course focuses on developing an understanding of business communication theory and its application in organizational settings. It aims to enhance your competencies in team collaboration, writing effective business messages, developing influential reports, selecting appropriate communication channels, and speaking and presenting in workplace environments. This semester, we will emphasize developing and delivering business reports and presentations. Learning Objectives: Understand and build credibility as a communicator Learn and apply the theories and principles of business communication Develop and deliver compelling business reports and presentations Cultivate critical thinking, collaboration, and productivity in professional relationships Main Deliverables in the 14-Week Session: Presentations: Two formal written presentations accompanied by visual aids and/or reports. Students must video-record their presentations and submit the recordings along with their visual aids for grading.			
2. Course Content Week 1 (9/24) Introduction; Establishing Credibility Week 2 (10/1) Creating Team Charter; Research Objectives and Simple Survey Questions Week 3 (10/8) Creating Effective Charts Week 4 (10/15) Developing Proposals Week 5 (10/22) Student presentations Week 6 (11/5) Business Report with Secondary Research Week 7 (11/12) Business Report with Primary Research Week 8 (11/19) Planning a Presentation: PREP method Week 9 (11/26) Evaluating an Electronic Slide Presentation Week 10 (12/3) Delivering Presentations: SOFTEN model Week 11 (12/10) Evaluating a Corporate Presentation Week 12 (12/17) Evaluating a Corporate Presentation Week 13 (1/10) Student presentations Week 14 (1/21) Student presentations			
3. Registration Requirements ※「履修のための英語要件の基準点（以下のいずれか）」を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFLiBT 64, or IELTS 5.5) cannot take this course.			
4. Course Preparations Students are expected to preview the book, respond to questions for discussion, prepare for quizzes, and develop reports. Students submit activity reports based on preview and class discussion every time they attend. Quizzes are designed to help students understand the concepts introduced in the book.			
5. Textbook (s) Peter Cardon (2024). Business Communication: Developing Leaders for a Networked World 5th Edition McGraw-Hill ISBN 978-1-266-15821-6			
6. Reference Book (s)			
7. How to provide Feedback to assignments Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.			
8. Assessment Reports and presentations (2) 30%; quizzes 30%; homework 30%; contribution to class: 10% Attendance: If students miss more than 3 of the 14 classes, they will not receive credits. 3 late arrivals equal 1 absence.			
9. Others			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication A			MIYATA RINAKO
Credits: 2	Year: 2	Spring Semester	Izumi
1. Course Outline and Objectives This course is a general introduction to the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development and image care in order to achieve a strategic goal. During the Spring semester, a variety of topics related to business will be introduced to understand the basic methods of how organizations and individuals communicate to a targeted audience. Moreover, principles of interpersonal communication such as strategies for presentations, meetings, negotiations and conversations will be introduced.			
2. Course Content Week 1 . Introduction Week 2 . What is Strategic Communication and why is it important? The Nature of Communication Week 3 . Communicating in and beyond Organizations Week 4 . Communication in a Diverse Society Week 5 . Cultural Differences in International Business Week 6 . Cultural Awareness Week 7 . Strategic Case Week 8 . Listening strategies Week 9 . Verbal and Non-verbal Messages, Interpersonal Strategies Week10. Managing conflict Week11. Strategic Case Week12. Communicating in Teams Week13. Practice, Review Week14. a: Review b: Final Exam.			
3. Registration Requirements Students need to meet the English requirement (TOEIC 730) for this course. 履修のための英語要件の基準点を満たさない場合、本科目の履修はできません。			
4. Course Preparations Positive attitude and preparation for discussions are required.			
5. Textbook (s) Communicating at Work, 12th edition , McGraw Hill			
6. Reference Book (s) To be introduced in class.			
7. How to provide Feedback to assignments			
8. Assessment Class Participation 30 % Homework, Papers, 30% Final Exam 40%			
9. Others			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication B			MIYATA RINAKO
Credits: 2	Year: 2	Fall Semester	Izumi
1. Course Outline and Objectives This course is a general introduction to the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development, and image care to achieve a strategic goal. During the Fall semester, topics related to business will be introduced to understand the basic methods of how organizations and individuals communicate with a targeted audience. Moreover, students will practice strategic communication skills.			
2. Course Content Week 1 Introduction, Review of Spring Semester Week 2 Communicating in Teams Week 3 Effective Meetings Week 3 Virtual Meetings Week 4 Conducting Meetings Week 5 Case Week 6 Case Week 7 Strategic Presentations Week 8 Types of Presentations Week 9 Functions of the Introduction, Functions of the Conclusion Week10 Informative Presentations Week11 Persuasive Presentations Week12 Research, Review Week13 Presentations Week14 Presentations			
3. Registration Requirements Students need to meet the English requirement (TOEIC 730) for this course. 履修のための英語要件の基準点を満たさない場合、本科目の履修はできません。			
4. Course Preparations Preparation for discussions and presentations are required.			
5. Textbook (s) Communicating at Work, 12th edition. McGraw- Hill.			
6. Reference Book (s) To be announced in class.			
7. How to provide Feedback to assignments			
8. Assessment Participation 30% Homework, Papers 30% Final Presentation 40%			
9. Others Positive attitude preferred.			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication A		LINDSKOOG, ALLEN	
Credits: 2	Year: 2	Spring Semester	Izumi
1. Course Outline and Objectives This course is a general introduction to the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development and image care in order to achieve a strategic goal. During the Spring semester, you will be introduced to a variety of topics related to business. Students will understand the basic methods of how organizations communicate to a targeted audience in order to change/strengthen attitudes and behaviors. Students will also be exposed to the principles of interpersonal communication, such as how to persuade/convince the target through presentations, meetings, negotiations and day-to-day conversations from topics chosen that are related to business or industries. This will be achieved in a workshop-like environment in which you will create your own companies from start to finish.			
2. Course Content Week 1 : Introduction Week 2 : What is strategic communication (and why is it important)? Week 3 : Companies: Facts, How to do group presentations. Week 4 : Choosing a company. Research Week 5 : Contacts: Group presentations begin Week 6 : Products and Services: Describing a company's products and services. Group presentations continue Week 7 : Welcoming visitors: Company structures. Group presentations continue Week 8 : Customer service: Dealing with customers. Week 9 : Employment: Employment procedures, job interview. Week 10 : Presentation production: How to present (Style and content) Week 11 : Travel: Asking for directions, making reservations. Individual presentations begin Week 12 : Orders: Order processes, payments and terms. Individual presentations continue Week 13 : Individual presentations finish. Final exam review and preparation. Week 14 : Final exam.Semester review and Reflections (What did we learn?)			
3. Registration Requirements ※「履修のための英語要件の基準点（以下のいずれか）」を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFLiBT 64, or IELTS 5.5) cannot take this course.			
4. Course Preparations For this course you will need: 1. Be ready to participate in pair and group discussions. 2. Enthusiasm: take advantage of this chance to learn new skills and ideas. 3. Communication: share your ideas, questions, and opinions with the class. 4. Preparation: before each class you need to read and critically think about issues related to business.			
5. Textbook (s) No textbook will be used in the course. Online worksheets and reading material provided.			
6. Reference Book (s) Other references and resources will be provided as hand-outs during class along with access to our blog site which we will be using weekly.			
7. How to provide Feedback to assignments			
8. Assessment • In-class participation 25% • (2) presentations - 50% • homework 25%			
9. Others I will work hard to make this course as valuable as possible for you now and for your future. Classroom learning is You will need to work hard and participate in class and with your classmates. What do you need to do to be successful in this course and prepare for your future? • Attend all the classes and arrive on time. • Prepare outside of class each week 1 - 2 hours. • Participate actively in class each week. • Help each other in class. • Complete all assignments on time. • Prepare and do both group and individual presentations If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Meiji Strategic Communication" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class.			

科目ナンバー：(BA)MAN291E			
Strategic Business Communication B		LINDSKOOG, ALLEN	
Credits: 2	Year: 2	Fall Semester	Izumi
1. Course Outline and Objectives This course is a general introduction and continuation on the practice of Strategic Communication. Strategic Communication is the systematic planning and realization of information flow, communication, media development and image care in order to achieve a strategic goal. During the Fall semester, you will be introduced to a variety of topics related to business. Students will understand the basic methods of how organizations communicate to a targeted audience in order to change/strengthen attitudes and behaviors. Students will also be exposed to the principles of interpersonal communication, such as how to persuade/convince the target through presentations, meetings, negotiations and day-to-day conversations from topics chosen that are related to business or industries. This will be achieved in a workshop-like environment where you will form groups, decide upon a company idea and create the company from start to finish and presenting it to your classmates.			
2. Course Content Week 1 : Personal objectives and 2nd semester introductions Week 2 : Selling: Advertising, discussions and meetings Week 3 : Facilitating a meeting: Agenda, leading Q and A. (Make groups for meetings) Week 4 : Facilitating a meeting continued: What makes for an interesting meeting? Plan your group meeting. Week 5 : Environment: Corporate responsibility Week 6 : Entertaining: Hospitality, invitations and offers. First group meeting. Week 7 : Performance: Talking about performance. Group meetings continue. Week 8 : Performance continues: Fine tuning your individual presentations with style. Group meetings continue. Week 9 : Time: Managing your time. Group meetings continue and individual presentations begin. Week 10 : Training: Personal development and training. Final group meetings. Individual presentations continue. Week 11 : Training: Personal development and training continued. Giving advice, and feedback. Individual presentations continue. Week 12 : Email writing: How to write a formal email, introduction and practice. Individual presentations continue. Week 13 : Individual presentations. Week 14 : Semester review and Reflections (What did we learn?)			
3. Registration Requirements ※「履修のための英語要件の基準点（以下のいずれか）」を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFLiBT 64, or IELTS 5.5) cannot take this course.			
4. Course Preparations For this course you will need: 1. Be ready to participate in pair and group discussions. 2. Enthusiasm: take advantage of this chance to learn new skills and ideas. 3. Communication: share your ideas, questions, and opinions with the class. 4. Preparation: before each class you need to read and critically think about issues related to business.			
5. Textbook (s) No textbook will be used in the course. Online worksheets and reading material provided.			
6. Reference Book (s) Other references and resources will be provided as hand-outs during class and access to our blog site which will be used weekly throughout the semester.			
7. How to provide Feedback to assignments			
8. Assessment • In-class participation 25% • (2) presentations - 50% • homework 25%			
9. Others You will need to work hard and participate in class and with your classmates. What do you need to do to be successful in this course and prepare for your future? • Attend all the classes and arrive on time. • Prepare outside of class each week 1 - 2 hours. • Participate actively in class each week. • Help each other use English in class. • Complete all assignments on time. • Prepare and do both group and individual presentations If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Business Presentation" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class.			

科目ナンバー：(BA)ACC291E			
Basic Accounting A			NAKASHIMA MASUMI
2016年度以前入学者 Basic Accounting			Izumi
Credits: 2	Year: 1	Spring Semester	
1. Course Outline and Objectives 〈Outline〉 This course provides an introduction to the concepts and principles underlining financial accounting and reporting in English. The course covers fundamental financial accounting such as accounting cycles, adjusting entries, inventories, asset valuation, current liabilities, long-term liabilities, and the preparation and an analysis of financial statements. 〈Objectives〉 Students can develop: the knowledge of the principles of accounting, an understanding the procedures and terminology of accounting, and the applying the techniques to accounting problems in English.			
2. Course Content 1. Introduction: Accounting in Action [Media-based class (Real-time delivery type)] 2. The Recording Process[Face-to-face class] 3. Adjusting the Accounts[Face-to-face class] 4. Completing the Accounting Cycle[Face-to-face class] 5. Accounting for Merchandising Operations[Face-to-face class] 6. Mid-Term Exam [Media-based class (Real-time delivery type)] 7. Database Learning [Media-based class (Real-time delivery type)] 8. Inventories[Face-to-face class] 9. Accounting for Information Systems[Face-to-face class] 10. Fraud, Internal Controls, and Cash[Face-to-face class] 11. Accounting for Receivables[Face-to-face class] 12. Plant Assets, Natural Resources, and Intangible Assets[Face-to-face class] 13. Review [Media-based class (Real-time delivery type)] 14. Final Exam [Media-based class (Real-time delivery type)]			
3. Registration Requirements N/A			
4. Course Preparations The students should read each of the assigned chapter prior to class.			
5. Textbook (s) Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso Accounting Principles 15edition, International Student Version Wiley 2024 eBook is available through library website(Maruzen eBook Library)			
6. Reference Book (s)			
7. How to provide Feedback to assignments Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.			
8. Assessment Class Contribution 15% Assignments 15% Midterm Exam 30% Final Exam 40%			
9. Others Accounting is referred as the language of business. Therefore, the students who want to pursue a career in business should obtain the knowledge of accounting and develop a skill and techniques for basic accounting. But, it is very important to enjoy the study of accounting always through the process. Let's enjoy BASIC ACCOUNTING together!			

科目ナンバー：(BA)ACC291E			
Basic Accounting B			NAKASHIMA MASUMI
Credits: 2	Year: 1	Fall Semester	Izumi
<div>1. Course Outline and Objectives</div> <div>＜Outline＞</div> <p>This course provides an introduction to the concepts and principles underlining financial accounting and reporting in English. The course covers fundamental financial accounting such as Stockholder's Equity, Earnings Per Share and Share-Based Payment, Investments, Revenue Recognition and the analysis of financial statements.</p> <div>＜Objectives＞</div> <p>Students can develop: the knowledge of the principles of accounting, an understanding the procedures and terminology of accounting, and the applying the techniques to accounting problems in English.</p>			
<div>2. Course Content</div> <div>1. Intangible Assets [Media-based class (Real-time delivery type)]</div> <div>2. Current Liabilities and Payroll Accounting[Face-to-face class]</div> <div>3. Long-Term Liabilities[Face-to-face class]</div> <div>4. Corporations: Organization and Capital Stock Transactions [Face-to-face class]</div> <div>5. Data Learning [Media-based class (Real-time delivery type)]</div> <div>6. Revenue recognition [Face-to-face class]</div> <div>7. Mid-Term Exam [Media-based class (Real-time delivery type)]</div> <div>8. Corporations: Dividends, Retained Earnings, and Income Reporting[Face-to-face class]Investments[Face-to-face class]</div> <div>9. Investments [Face-to-face class]</div> <div>10. Statement of Cash Flows[Face-to-face class]</div> <div>11. Full Disclosure in Financial Reporting [Face-to-face class]</div> <div>12. Financial Analysis 2 [Face-to-face class]</div> <div>13. Fraud in Japan [Media-based class (Real-time delivery type)]</div> <div>14. Final Exam [Media-based class (Real-time delivery type)]</div>			
<div>3. Registration Requirements</div> <div>N/A</div>			
<div>4. Course Preparations</div> <p>The students should read each of the assigned chapter prior to class.</p>			
<div>5. Textbook (s)</div> <p>Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso Accounting Principles 15th ed, International Student Version Wiley 2024</p> <p>eBook is available through library website(Maruzen eBook Library)</p>			
<div>6. Reference Book (s)</div>			
<div>7. How to provide Feedback to assignments</div> <p>Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.</p>			
<div>8. Assessment</div> <div>Class Contribution 15%</div> <div>Assignments 15%</div> <div>Midterm Exam 30%</div> <div>Final Exam 40%</div>			
<div>9. Others</div> <p>Accounting is referred as the language of business. Therefore, the students who want to pursue a career in business should obtain the knowledge of accounting and develop a skill and techniques for basic accounting. But, it is very important to enjoy the study of accounting always through the process. Let's enjoy BASIC ACCOUNTING together!</p>			

科目ナンバー：(BA)MAN391E			
Business English A			KANEKO ATSUKO
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives Course Outline This course aims to equip students with practical communication skills essential for management studies and their application. These skills will be developed through written and oral presentations, accompanied by in-class feedback. Students will analyze and evaluate issues, developing recommendations based on their understanding of key concepts in management studies. Goals: To explore advanced business communication issues and topics. To develop advanced practical communication skills for business and management studies. To cultivate collaborative, cooperative, and open study skills. Main Deliverables in the 14-Week Session: Presentations: Two formal written presentations accompanied by visual aids and/or reports. Students must video-record their presentations and submit the recordings along with their visual aids for grading.			
2. Course Content Week 1 First Impressions in Presentations (First Impressions) Week 2 Movers and Shakers: Networking: (Case 1) Week 3 Career and Training (Training) Week 4 Training at Carter and Randall: A Planning Meeting (Case 2) Week 5 Clean Energy (Energy) Week 6 Energy Saving at Tumalet Software: A Decision-making Meeting (Case 3) Week 7 Revisions A; Student presentations (1) Week 8 Customer Relationship Management (Marketing) Week 9 Relaunching Home 2 u: A New Marketing Campaign (Case 4) Week 10 Future of Work (Employment Trends) Week 11 Delaney Call-center absenteeism: Resolving Conflict (Case 5) Week 12 Corporate Responsibility (Ethics) Week 13 Dilemmas at Daybreak (Case 6) Week 14 Student presentations (2)			
3. Registration Requirements ※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。 Students who do not meet the English requirement cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations Each week you are given an assigned homework. Students are expected to read before each class the parts of the textbook assigned by instructors and do relevant exercises. As a review of the class, read aloud the parts you learned in your class to reinforce your understanding and internalize the vocabulary you learned.			
5. Textbook (s) I.Dubicka and M. O'Keeffe. (2012). Advanced Market Leader 3rd Edition Extra. Pearson			
6. Reference Book (s)			
7. How to provide Feedback to assignments Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.			
8. Assessment Grading Policy: Reports and Presentations (2): 40% Assignments and Quizzes: 40% Contribution to Class: 20% Attendance Policy: Students who miss more than three (3) classes during the 14-week course will receive a failing grade. Three (3) instances of tardiness will be considered equivalent to one (1) absence.			
9. Others Classroom language is English.			

科目ナンバー：(BA)MAN391E			
Business English B			KANEKO ATSUKO
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives Your course outline is clear and well-structured, but I made minor adjustments to improve grammar, flow, and consistency. Here's the revised version: Course Outline This course aims to equip students with practical communication skills essential for management studies and their application. These skills will be developed through written and oral presentations, along with in-class feedback. Students will analyze and evaluate issues and develop recommendations based on their understanding of key concepts in management studies. Goals: To explore advanced business communication issues and topics. To develop advanced practical communication skills for business and management studies. To cultivate collaborative, cooperative, and open study skills. Main Deliverables in the 14-Week Session: Presentations: Two formal written presentations accompanied by visual aids and/or reports. Students must video-record their presentations and submit the recordings along with their visual aids for grading.			
2. Course Content Production per 14-week session: 2 written formal reports and presentations. Formal presentations will be recorded for review and grading. Course Content Week 1 Sustainable Banking (Finance) Week 2 Angel investors: Dragons and Angels (Case 7) Week 3 Operations Consulting (Consultants) Week 4 New market opportunities (Case 8) Week 5 Strategy, Goals, and Values (Strategy) Week 6 Stella International Airways: Strategies for the Skies (Case 9) Week 7 Revision: Reports and Presentations (1) Week 8 Developments in Online Business (Online Business) Week 9 The Fashion Screen: An Online Tailored-clothing (Case 10) Week 10 Advice for Start-ups (New Business) Week 11 Healthy growth for OTC Tech (Case 11) Week 12 Issues in Project Management (Project Management) Week 13 Creating a world-class port (Case 12) Week 14 Review and Reflection; Reports and Presentations (2)			
3. Registration Requirements ※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。 Students who do not meet the English requirement cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations Each week you are given an assigned homework. Students are expected to read before each class the parts of the textbook assigned by instructors and do relevant exercises. As a review of the class, read aloud the parts you learned in your class to reinforce your understanding and internalize the vocabulary you learned.			
5. Textbook (s) I.Dubicka and M. O'Keeffe. (2012) Advanced Market Leader 3rd Edition Extra. Pearson			
6. Reference Book (s)			
7. How to provide Feedback to assignments Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.			
8. Assessment Grading Policy: Reports and Presentations (2): 40% Assignments and Quizzes: 40% Contribution to Class: 20% Attendance Policy: Students who miss more than three (3) classes during the 14-week course will receive a failing grade. Three (3) instances of tardiness will be considered equivalent to one (1) absence.			
9. Others Classroom language is English.			

科目ナンバー：(BA)MAN391E			
Business English A			VAUGHAN, ROBERT
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives Course Summary: This Business English course develops the communication skills students will need to succeed in business and enlarges students' knowledge of the business world. Participation in the course will enable students to become more fluent and confident using business language in preparation for their careers. Course Goals: students will be able to: Take part in discussions on international business issues Develop listening skills in a business context Develop reading skills in a business context Develop language and the vocabulary for business Develop business skills Develop business writing			
2. Course Content Week 1. Course overview and Unit 1 Brands (Skills: discussion, listening, reading, language work) Week 2. Unit 1 Brands (Skills: taking part in meetings) Week 3. Unit 2 Travel (Skills: discussion, listening, reading, language work) Week 4. Unit 2 (Skills: telephoning and making arrangements,) Week 5. Unit 3 Change (Skills: discussion, listening, reading, language work) Week 6. Unit 3 Change continued Skills: managing meetings, writing action minutes) Week 7. Mid-term Exam Week 8. Unit 4 Organization (Skills: discussion, listening, reading, language work) Week 9. Unit 4 Organization (Skills: socialising, introductions and networking) Week 10. Unit 5 Advertising (Skills: discussion, listening, reading, language work) Week 11. Unit 5 Advertising (Skills: starting in structuring a presentation, writing a summary) Week 12. Unit 6 Money (Skills: discussion, listening, reading, language work) Week 13. Unit 6 Money (Skills: with figures, writing an e-mail) Week 14. Final Exam			
3. Registration Requirements Students who do not meet the minimum English requirement (TOEIC 400) cannot take this course. Note there is a limit to the number of students per class. To register for this class, refer to the "Rishuno Tebiki."			
4. Course Preparations Students are expected to prepare for each class by reading the textbook and completing assignments ahead of class for homework. As we are studying textbooks units in order, students should review units covered.			
5. Textbook (s) Textbook--MARKET LEADER (Intermediate), 3rd Edition Extra, by David Cotton, David Falvey, and Simon Kent, Pearson Publishing (ISBN: 9781292361130).			
6. Reference Book (s) None.			
7. How to provide Feedback to assignments Feedback and grading of the midterm and final exams will be provided on the day of the exams . Feedback and grading on any other assignments will be provided in writing by the lecturer.			
8. Assessment Active Participation in class activities 20% Mid-term exam 30% Quizzes, assignments, presentations 20% Final exam 30%			
9. Others			

科目ナンバー：(BA)MAN391E			
Business English B			VAUGHAN, ROBERT
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives Course Summary: This Business English course develops the communication skills students will need to succeed in business and enlarges students' knowledge of the business world. Participation in the course will enable students to become more fluent and confident using business language in preparation for their careers. Course Goals: students will be able to: Take part in discussions on international business issues Develop listening skills in a business context Develop reading skills in a business context Develop language and the vocabulary for business Develop business skills Develop business writing			
2. Course Content Week 1. Course overview and Unit 7 Cultures (Skills: discussion, listening, reading, language work) Week 2. Unit 7 (Skills: social English, writing a report) Week 3. Unit 8 Human Resources (Skills: discussion, listening, reading, language work) Week 4. Unit 8 Human Resources Week 5. Unit 9 International Markets (Skills: discussion, listening, reading, language work) Week 6. Unit 9 International Markets (Skills: negotiating,) Week 7. Mid-term Exam Week 8. Unit 10 Ethics (Skills: discussion, listening, reading, language work) Week 9. Unit 10 Ethics (Skills: considering options, writing a report) Week 10. Unit 11 Leadership (Skills: discussion, listening, reading, language work) Week 11. Unit 11 Leadership (Skills: presenting) Week 12. Unit 12 Competition (Skills: discussion, listening, reading, language work) Week 13. Unit 12 Competition (Skills: negotiating, writing an e-mail) Week 14. Final Exam			
3. Registration Requirements Students who do not meet the minimum English requirement (TOEIC 400) cannot take this course. Note there is a limit to the number of students per class. To register for this class, refer to the "Rishuno Tebiki."			
4. Course Preparations Students are expected to prepare for each class by reading the textbook and completing assignments ahead of class for homework. As we are studying textbooks units in order, students should review units covered.			
5. Textbook (s) Textbook--MARKET LEADER (Intermediate), 3rd Edition Extra, by David Cotton, David Falvey, and Simon Kent, Pearson Publishing (ISBN: 9781292361130).			
6. Reference Book (s) None.			
7. How to provide Feedback to assignments Feedback and grading of the midterm and final exams will be provided on the day of the exams through software. Feedback and grading on any other assignments will be provided in writing by the lecturer and published on Oh-o! Meiji system.			
8. Assessment Active Participation in class activities 20% Mid-term exam 30% Quizzes, assignments, presentations 20% Final exam 30%			
9. Others			

科目ナンバー：(BA)MAN391E			
Business English A		YAMATAKA MIWA	
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <概要> Course Outline: This course is designed to enhance workplace listening and speaking skills through engaging weekly activities such as role-playing and group discussions. Students will build confidence in using English effectively in workplace settings while enjoying a supportive and interactive learning environment. <到達目標> Course Objectives: By the end of this course, students will: ※ Improve their ability to communicate confidently in workplace settings. ※ Develop intercultural workplace etiquette and teamwork skills. ※ Gain practical experience in handling everyday workplace interactions.			
2. Course Content Course Content: The course will primarily be conducted in English, with Japanese used when necessary for clarification. 第1回：【対面授業】Introduction to Business English. 第2回：【対面授業】Unit 1: Welcome to the company! - Introducing a colleague. 第3回：【対面授業】Conversation topics / Small Talk / Making introductions. 第4回：【対面授業】Unit 3: What's on the agenda? - Running meetings. 第5回：【対面授業】Unit 4: That's a great idea! - Agreeing and disagreeing. 第6回：【対面授業】Useful meeting phrases. 第7回：【対面授業】Redecorating the office. 第8回：【オンライン授業 (リアルタイム型)】Unit 5: I'll call you back - Leaving messages. 第9回：【オンライン授業 (リアルタイム型)】Telephoning - Using voicemail / Taking and leaving messages. 第10回：【オンライン授業 (リアルタイム型)】Telephoning Activity 第11回：【オンライン授業 (リアルタイム型)】Unit 6: Can I get there on foot? - Checking in. 第12回：【オンライン授業 (リアルタイム型)】Hotel activity 第13回：【オンライン授業 (リアルタイム型)】Asking for information / Giving directions 第14回：【オンライン授業 (リアルタイム型)】aのみ：Course Review			
3. Registration Requirements 履修上の注意 This course includes both in-person sessions and live-streamed classes on Zoom. 本コースは、春学期の前半は対面授業で、後半はZoomによるリアルタイム型オンライン授業を実施します。 オンライン授業については、以下の方法で実施されます： Zoom招待状の配信 原則として、オンライン授業の前日までに、Oh-o! Meijiのクラスウェブを通じてZoom招待状を配信します。 授業はリアルタイム配信型（100分）で行います。 春学期最終授業の特例 春学期の最終Zoomリアルタイム型授業のみ、授業時間は50分とします。 授業の進行 リアルタイム型授業では、出席確認を授業中に行います。また、ブレイクアウトルームを使用したグループ・アクティビティを取り入れて進みます。Zoomのプロフィール名は、必ずフルネーム（実名）で英語と日本語を併記してください（例：Hanako Meiji 明治花子）。 意見交換と質問の場 Oh-o! Meijiのクラスウェブや、年度限定のクラス用SNSグループを活用して意見交換の場を設けます。教員への質問や相談については、専用メールアドレスおよびSNSアカウントを初回授業でお知らせします。 オンライン授業の履修条件 学習環境 安定したネット接続環境があり、静かで学習に集中できる環境（例：自宅またはキャンパス内で指定された教室）で受講してください。 騒音の多い商業施設での受講は禁止します。また、交通機関を利用した移動中のZoom参加は出席として認めません。 使用デバイス 個人で使用可能なノートPCまたはタブレットを推奨します。ヘッドセットやマイクなども必要です。スマートフォンでの受講は推奨しません（画面が小さく、Zoom操作が制限されるため）。ただし、ロールプレイやPDF資料の閲覧など補助的に使用する場合があります。			
4. Course Preparations 準備学習（予習・復習等）の内容 予習 Oh-o! Meijiのクラスウェブに定期的に投稿されるPDF資料に目を通し、授業内のグループアクティビティに備えてください。 復習 授業後は、教材およびPDF資料を復習し、理解を深めてください。 課題 オンライン課題はクラスウェブに提示されますので、指定された期限までに提出してください。			
5. Textbook (s) Get Ready for International Business: English for the Workplace with Extra Practice for the TOEIC Exam (B1) - Student's Book 2 著者: Andrew Vaughan & Dorothy E. Zemach 出版社: Macmillan ISBN: 9780230447912			
6. Reference Book (s) Oh-o! Meijiのクラスウェブに、教材で学習した内容に関連するPDF資料が定期的に投稿されます。これらを参考資料として活用してください。			
7. How to provide Feedback to assignments オンライン課題のフィードバックは、提出期限後にOh-o! Meijiシステムを通じて配信します。			
8. Assessment 成績評価の方法 評価割合 授業への貢献度：50% 課題：50% 試験 対面形式での試験は実施しません。 単位取得条件 単位を取得するには、授業への貢献だけでなく、全ての課題を期限内に提出する必要があります。 出席に関する規定 ※合計4回の欠席（公的機関発行の証明書を提出できない場合）は単位取得不可となります。 ※合計3回までの公欠や病欠以外の欠席は認められますが、授業への貢献度評価は他の出席している学生より低くなる可能性があるため、注意してください。 ※公欠や病欠を申請する場合は、公的機関が発行した証明書を提示する必要があります。 遅刻 遅刻3回で欠席1回分として扱います。 授業参加の注意点 教材を持参しない場合や、授業貢献度が著しく低い場合は、評価が下がります。			
9. Others To the class members: I grew up and worked in London, UK, while being Japanese. This unique background has given me a distinct perspective on both cultures, which I look forward to sharing with you. Through our weekly interactive group activities, I hope you will gain the confidence and mindset needed to use English effectively in your future workplace. These activities are also designed to enhance your understanding of business etiquette, helping you navigate intercultural environments with ease. Please note that spots for this course are limited, so make sure to register before the course begins. I am excited to meet you and look forward to sharing an enjoyable and enriching learning experience together. Best wishes, Miwa Yamataka			

科目ナンバー：(BA)MAN391E			
Business English A		YAMATAKA MIWA	
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <概要> Course Outline: This course is designed to enhance workplace listening and speaking skills through engaging weekly activities such as role-playing and group discussions. Students will build confidence in using English effectively in workplace settings while enjoying a supportive and interactive learning environment. <到達目標> Course Objectives: By the end of this course, students will: ※ Improve their ability to communicate confidently in workplace settings. ※ Develop intercultural workplace etiquette and teamwork skills. ※ Gain practical experience in handling everyday workplace interactions.			
2. Course Content Course Content: The course will primarily be conducted in English, with Japanese used when necessary for clarification. 第1回：【対面授業】Introduction to Business English. 第2回：【対面授業】Unit 1: Welcome to the company! - Introducing a colleague. 第3回：【対面授業】Conversation topics / Small Talk / Making introductions. 第4回：【対面授業】Unit 3: What's on the agenda? - Running meetings. 第5回：【対面授業】Unit 4: That's a great idea! - Agreeing and disagreeing. 第6回：【対面授業】Useful meeting phrases. 第7回：【対面授業】Redecorating the office. 第8回：【オンライン授業 (リアルタイム型)】Unit 5: I'll call you back - Leaving messages. 第9回：【オンライン授業 (リアルタイム型)】Telephoning - Using voicemail / Taking and leaving messages. 第10回：【オンライン授業 (リアルタイム型)】Telephoning Activity 第11回：【オンライン授業 (リアルタイム型)】Unit 6: Can I get there on foot? - Checking in. 第12回：【オンライン授業 (リアルタイム型)】Hotel activity 第13回：【オンライン授業 (リアルタイム型)】Asking for information / Giving directions 第14回：【オンライン授業 (リアルタイム型)】aのみ：Course Review			
3. Registration Requirements 履修上の注意 This course includes both in-person sessions and live-streamed classes on Zoom. 本コースは、春学期の前半は対面授業で、後半はZoomによるリアルタイム型オンライン授業を実施します。 オンライン授業については、以下の方法で実施されます： Zoom招待状の配信 原則として、オンライン授業の前日までに、Oh-o! Meijiのクラスウェブを通じてZoom招待状を配信します。 授業はリアルタイム配信型（100分）で行います。 春学期最終授業の特例 春学期の最終Zoomリアルタイム型授業のみ、授業時間は50分とします。 授業の進行 リアルタイム型授業では、出席確認を授業中に行います。また、ブレイクアウトルームを使用したグループ・アクティビティを取り入れて進みます。Zoomのプロフィール名は、必ずフルネーム（実名）で英語と日本語を併記してください（例：Hanako Meiji 明治花子）。 意見交換と質問の場 Oh-o! Meijiのクラスウェブや、年度限定のクラス用SNSグループを活用して意見交換の場を設けます。教員への質問や相談については、専用メールアドレスおよびSNSアカウントを初回授業でお知らせします。 オンライン授業の履修条件 学習環境 安定したネット接続環境があり、静かで学習に集中できる環境（例：自宅またはキャンパス内で指定された教室）で受講してください。 騒音の多い商業施設での受講は禁止します。また、交通機関を利用した移動中のZoom参加は出席として認めません。 使用デバイス 個人で使用可能なノートPCまたはタブレットを推奨します。ヘッドセットやマイクなども必要です。スマートフォンでの受講は推奨しません（画面が小さく、Zoom操作が制限されるため）。ただし、ロールプレイやPDF資料の閲覧など補助的に使用する場合があります。			
4. Course Preparations 準備学習（予習・復習等）の内容 予習 Oh-o! Meijiのクラスウェブに定期的に投稿されるPDF資料に目を通し、授業内のグループアクティビティに備えてください。 復習 授業後は、教材およびPDF資料を復習し、理解を深めてください。 課題 オンライン課題はクラスウェブに提示されますので、指定された期限までに提出してください。			
5. Textbook (s) Get Ready for International Business: English for the Workplace with Extra Practice for the TOEIC Exam (B1) - Student's Book 2 著者: Andrew Vaughan & Dorothy E. Zemach 出版社: Macmillan ISBN: 9780230447912			
6. Reference Book (s) Oh-o! Meijiのクラスウェブに、教材で学習した内容に関連するPDF資料が定期的に投稿されます。これらを参考資料として活用してください。			
7. How to provide Feedback to assignments オンライン課題のフィードバックは、提出期限後にOh-o! Meijiシステムを通じて配信します。			
8. Assessment 成績評価の方法 評価割合 授業への貢献度：50% 課題：50% 試験 対面形式での試験は実施しません。 単位取得条件 単位を取得するには、授業への貢献だけでなく、全ての課題を期限内に提出する必要があります。 出席に関する規定 ※合計4回の欠席（公的機関発行の証明書を提出できない場合）は単位取得不可となります。 ※合計3回までの公欠や病欠以外の欠席は認められますが、授業への貢献度評価は他の出席している学生より低くなる可能性があるため、注意してください。 ※公欠や病欠を申請する場合は、公的機関が発行した証明書を提示する必要があります。 遅刻 遅刻3回で欠席1回分として扱います。 授業参加の注意点 教材を持参しない場合や、授業貢献度が著しく低い場合は、評価が下がります。			
9. Others To the class members: I grew up and worked in London, UK, while being Japanese. This unique background has given me a distinct perspective on both cultures, which I look forward to sharing with you. Through our weekly interactive group activities, I hope you will gain the confidence and mindset needed to use English effectively in your future workplace. These activities are also designed to enhance your understanding of business etiquette, helping you navigate intercultural environments with ease. Please note that spots for this course are limited, so make sure to register before the course begins. I am excited to meet you and look forward to sharing an enjoyable and enriching learning experience together. Best wishes, Miwa Yamataka			

科目ナンバー：(BA)MAN391E			
Business English B		YAMATAKA MIWA	
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <概要> Course Outline: This course is designed to enhance workplace listening and speaking skills through engaging weekly activities such as role-playing and group discussions. Students will build confidence in using English effectively in workplace settings while enjoying a supportive and interactive learning environment. <到達目標> Course Objectives: By the end of this course, students will: ※ Improve their ability to communicate confidently in workplace settings. ※ Develop intercultural workplace etiquette and teamwork skills. ※ Gain practical experience in handling everyday workplace interactions.			
2. Course Content Course Content: The course will primarily be conducted in English, with Japanese used when necessary for clarification. 第1回：【オンライン授業 (リアルタイム型)】Ice-breaking activity 第2回：【オンライン授業 (リアルタイム型)】Unit 7: Best wishes, Thomas Kale - Understanding emails 第3回：【オンライン授業 (リアルタイム型)】Writing emails / Email vocabulary 第4回：【オンライン授業 (リアルタイム型)】Unit 9: What was his major? - Discussing job applications 第5回：【オンライン授業 (リアルタイム型)】Reading and writing a CV - Supporting opinions / Describing experience. 第6回：【オンライン授業 (リアルタイム型)】Unit 10: Tell me about yourself - Giving key information. 第7回：【オンライン授業 (リアルタイム型)】Being interviewed - Describing your background. 第8回：【対面授業】Being interviewed - Talking about your future. 第9回：【対面授業】Being interviewed - Talking about your strength. 第10回：【対面授業】Job interview activity. 第11回：【対面授業】Unit 2: An important visitor - starting a presentation / Openings / Introductions 第12回：【対面授業】Unit 8: That's a good question - Delivery (eye contact / voice) / Presenting information / Endings / conclusions 第13回：【対面授業】Group presentation activity 第14回：【対面授業】aのみ：Course Review			
3. Registration Requirements 履修上の注意 This course includes both in-person sessions and live-streamed classes on Zoom. 本コースは、秋学期の前半はZoomによるリアルタイム型オンライン授業で、後半は対面授業を実施します。 オンライン授業については、以下の方法で実施されます： Zoom招待状の配信 原則として、オンライン授業の前日までに、Oh-o! Meijiのクラスウェブを通じてZoom招待状を配信します。 授業はリアルタイム配信型（100分）で行います。 秋学期最終授業の特例 秋学期の最終対面授業のみ、授業時間は50分とします。 授業の進行 リアルタイム型授業では、出席確認を授業中に行います。また、ブレイクアウトルームを使用したグループ・アクティビティを取り入れて進捗します。Zoomのプロフィール名は、必ずフルネーム（実名）で英語と日本語を併記してください（例：Hanako Meiji 明治花子）。 意見交換と質問の場 Oh-o! Meijiのクラスウェブや、年度限定のクラス用SNSグループを活用して意見交換の場を設けます。教員への質問や相談については、専用メールアドレスおよびSNSアカウントを初回授業でお知らせします。 オンライン授業の履修条件 学習環境 安定したネット接続環境があり、静かで学習に集中できる環境（例：自宅またはキャンパス内で指定された教室）で受講してください。 騒音の多い商業施設での受講は禁止します。また、交通機関を利用した移動中のZoom参加は出席として認めません。 使用デバイス 個人で使用可能なノートPCまたはタブレットを推奨します。ヘッドセットやマイクなども必要です。 スマートフォンでの受講は推奨しません（画面が小さく、Zoom操作が制限されるため）。ただし、ロールプレイやPDF資料の閲覧など補助的に使用する場合があります。			
4. Course Preparations 準備学習（予習・復習等）の内容 予習 Oh-o! Meijiのクラスウェブに定期的に投稿されるPDF資料に目を通し、授業内のグループアクティビティに備えてください。 復習 授業後は、教材およびPDF資料を復習し、理解を深めてください。 課題 オンライン課題はクラスウェブに提示されますので、指定された期限までに提出してください。			
5. Textbook (s) Get Ready for International Business: English for the Workplace with Extra Practice for the TOEIC Exam (B1) - Student's Book 2 著者: Andrew Vaughan & Dorothy E. Zemach 出版社: Macmillan ISBN: 9780230447912			
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7. How to provide Feedback to assignments オンライン課題のフィードバックは、提出期限後にOh-o! Meijiシステムを通じて配信します。			
8. Assessment 成績評価の方法 評価割合 授業への貢献度：50% 課題：50% 試験 対面形式での試験は実施しません。 単位取得条件 単位を取得するには、授業への貢献だけでなく、全ての課題を期限内に提出する必要があります。 出席に関する規定 ※合計4回の欠席（公的機関発行の証明書を提出できない場合）は単位取得不可となります。 ※合計3回までの公欠や病欠以外の欠席は認められますが、授業への貢献度評価は他の出席している学生より低くなる可能性があるため、注意してください。 ※公欠や病欠を申請する場合は、公的機関が発行した証明書を提示する必要があります。 遅刻 遅刻3回で欠席1回分として扱います。 授業参加の注意点 教材を持参しない場合や、授業貢献度が著しく低い場合は、評価が下がります。			
9. Others To the class members: I grew up and worked in London, UK, while being Japanese. This unique background has given me a distinct perspective on both cultures, which I look forward to sharing with you. Through our weekly interactive group activities, I hope you will gain the confidence and mindset needed to use English effectively in your future workplace. These activities are also designed to enhance your understanding of business etiquette, helping you navigate intercultural environments with ease. Please note that spots for this course are limited, so make sure to register before the course begins. I am excited to meet you and look forward to sharing an enjoyable and enriching learning experience together. Best wishes, Miwa Yamataka			

科目ナンバー：(BA)MAN391E			
Business English B		YAMATAKA MIWA	
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <概要> Course Outline: This course is designed to enhance workplace listening and speaking skills through engaging weekly activities such as role-playing and group discussions. Students will build confidence in using English effectively in workplace settings while enjoying a supportive and interactive learning environment. <到達目標> Course Objectives: By the end of this course, students will: ※ Improve their ability to communicate confidently in workplace settings. ※ Develop intercultural workplace etiquette and teamwork skills. ※ Gain practical experience in handling everyday workplace interactions.			
2. Course Content Course Content: The course will primarily be conducted in English, with Japanese used when necessary for clarification. 第1回：【オンライン授業 (リアルタイム型)】Ice-breaking activity 第2回：【オンライン授業 (リアルタイム型)】Unit 7: Best wishes, Thomas Kale - Understanding emails 第3回：【オンライン授業 (リアルタイム型)】Writing emails / Email vocabulary 第4回：【オンライン授業 (リアルタイム型)】Unit 9: What was his major? - Discussing job applications 第5回：【オンライン授業 (リアルタイム型)】Reading and writing a CV - Supporting opinions / Describing experience. 第6回：【オンライン授業 (リアルタイム型)】Unit 10: Tell me about yourself - Giving key information. 第7回：【オンライン授業 (リアルタイム型)】Being interviewed - Describing your background. 第8回：【対面授業】Being interviewed - Talking about your future. 第9回：【対面授業】Being interviewed - Talking about your strength. 第10回：【対面授業】Job interview activity. 第11回：【対面授業】Unit 2: An important visitor - starting a presentation / Openings / Introductions 第12回：【対面授業】Unit 8: That's a good question - Delivery (eye contact / voice) / Presenting information / Endings / conclusions 第13回：【対面授業】Group presentation activity 第14回：【対面授業】aのみ：Course Review			
3. Registration Requirements 履修上の注意 This course includes both in-person sessions and live-streamed classes on Zoom. 本コースは、秋学期の前半はZoomによるリアルタイム型オンライン授業で、後半は対面授業を実施します。 オンライン授業については、以下の方法で実施されます： Zoom招待状の配信 原則として、オンライン授業の前日までに、Oh-o! Meijiのクラスウェブを通じてZoom招待状を配信します。 授業はリアルタイム配信型（100分）で行います。 秋学期最終授業の特例 秋学期の最終対面授業のみ、授業時間は50分とします。 授業の進行 リアルタイム型授業では、出席確認を授業中に行います。また、ブレイクアウトルームを使用したグループ・アクティビティを取り入れて進捗します。Zoomのプロフィール名は、必ずフルネーム（実名）で英語と日本語を併記してください（例：Hanako Meiji 明治花子）。 意見交換と質問の場 Oh-o! Meijiのクラスウェブや、年度限定のクラス用SNSグループを活用して意見交換の場を設けます。教員への質問や相談については、専用メールアドレスおよびSNSアカウントを初回授業でお知らせします。 オンライン授業の履修条件 学習環境 安定したネット接続環境があり、静かで学習に集中できる環境（例：自宅またはキャンパス内で指定された教室）で受講してください。 騒音の多い商業施設での受講は禁止します。また、交通機関を利用した移動中のZoom参加は出席として認めません。 使用デバイス 個人で使用可能なノートPCまたはタブレットを推奨します。ヘッドセットやマイクなども必要です。 スマートフォンでの受講は推奨しません（画面が小さく、Zoom操作が制限されるため）。ただし、ロールプレイやPDF資料の閲覧など補助的に使用する場合があります。			
4. Course Preparations 準備学習（予習・復習等）の内容 予習 Oh-o! Meijiのクラスウェブに定期的に投稿されるPDF資料に目を通し、授業内のグループアクティビティに備えてください。 復習 授業後は、教材およびPDF資料を復習し、理解を深めてください。 課題 オンライン課題はクラスウェブに提示されますので、指定された期限までに提出してください。			
5. Textbook (s) Get Ready for International Business: English for the Workplace with Extra Practice for the TOEIC Exam (B1) - Student's Book 2 著者: Andrew Vaughan & Dorothy E. Zemach 出版社: Macmillan ISBN: 9780230447912			
6. Reference Book (s) Oh-o! Meijiのクラスウェブに、教材で学習した内容に関連するPDF資料が定期的に投稿されます。これらを参考資料として活用してください。			
7. How to provide Feedback to assignments オンライン課題のフィードバックは、提出期限後にOh-o! Meijiシステムを通じて配信します。			
8. Assessment 成績評価の方法 評価割合 授業への貢献度：50% 課題：50% 試験 対面形式での試験は実施しません。 単位取得条件 単位を取得するには、授業への貢献だけでなく、全ての課題を期限内に提出する必要があります。 出席に関する規定 ※合計4回の欠席（公的機関発行の証明書を提出できない場合）は単位取得不可となります。 ※合計3回までの公欠や病欠以外の欠席は認められますが、授業への貢献度評価は他の出席している学生より低くなる可能性があるため、注意してください。 ※公欠や病欠を申請する場合は、公的機関が発行した証明書を提示する必要があります。 遅刻 遅刻3回で欠席1回分として扱います。 授業参加の注意点 教材を持参しない場合や、授業貢献度が著しく低い場合は、評価が下がります。			
9. Others To the class members: I grew up and worked in London, UK, while being Japanese. This unique background has given me a distinct perspective on both cultures, which I look forward to sharing with you. Through our weekly interactive group activities, I hope you will gain the confidence and mindset needed to use English effectively in your future workplace. These activities are also designed to enhance your understanding of business etiquette, helping you navigate intercultural environments with ease. Please note that spots for this course are limited, so make sure to register before the course begins. I am excited to meet you and look forward to sharing an enjoyable and enriching learning experience together. Best wishes, Miwa Yamataka			

科目ナンバー：(BA)MAN391E			
Business English A			MASUYAMA TAKASHI
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <Outline> The goal of this intermediate class is to assist students to freely utilize both written and oral English. The students will learn how to grab various business models or cases, how to organize their own ideas toward those models or cases in English, and how to deliver their speech effectively in English. The teacher will provide the students with knowledge and skills how to analyze each of those models or cases in a number of real world business settings. Actual presentations may be videotaped or taped, and the students will receive feedbacks from the teacher. <Objectives> The students will be able to judge the assigned business situations, analyze and organize their ideas in English and make impressive reports and/or presentations by utilizing PC software.			
2. Course Content 1. Introduction 2. Getting started~Listening/Dictation~ 3. Understanding background information ~Luxury brand marketing/Mens & ladies cosmetics & fashion industry business case study~ 4. Analyzing a basic business model ~Marketing basics~ 5. Developing and delivering students' own ideas 6. Group work 7. Presentation preparation 8. Presentation practice 9. Feedbacks and improvements 10. Analyzing an advanced business model 11. Developing and delivering students' own ideas 12. PowerPoint~a PC software for visual presentation 13. Presentation preparation & practice 14. Feedbacks and improvements Please note that the above schedule is subject to minor change or change in order.			
3. Registration Requirements Students who do not meet the English requirement may not take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki. English requirement : TOEIC 400~			
4. Course Preparations Assignments are provided every week, and students should prepare those tasks. In addition, students have to review all provided materials after class. At least 100 minute preparation and 100 minute individual review study are required. Students have to purchase the textbook, because both preparation and review process requires the textbook. From time to time, class study will be conducted by utilizing the ZOOM software, therefore students must install Zoom on your PC in advance.			
5. Textbook (s) In the first class, the teacher will give you instructions on how to purchase a textbook. Please wait to buy, until the teacher gives you instructions. (Sold out) David Cotton and others, Intermediate Market Leader 3rd Edition, Extra with DVD, Pearson			
6. Reference Book (s) Anne Freitag, Lawrence, Business Presentations, Longman			
7. How to provide Feedback to assignments In the next class phisically, studnts will be feedbacked directky from the teacher.			
8. Assessment (1) Attendance and class participation: 30%, (2) Presentation performance: 40% , (3) Written assignments: 30% No credits will be given for absences of 1/3 or more classes for any reason without exceptions. If the score of either (1), (2), or (3) is below 60% of each category, then, no credits will be given.			
9. Others Students are recommended to have basic PC software skills, such as Microsoft Word and/or PowerPoint. However this type of skill is not required to register.			

科目ナンバー：(BA)MAN391E			
Business English B			MASUYAMA TAKASHI
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <Outline> The goal of this intermediate class is to assist students to freely utilize both written and oral English. The students will learn how to grab various business models or cases, how to organize their own ideas toward those models or cases in English, and how to deliver their speech effectively in English. The teacher will provide the students with knowledge and skills how to analyze each of those models or cases in a number of real world business settings. Actual student presentations may be taped or videotaped, and the students will receive feedbacks from the teacher. <Objectives> The students will be able to judge the assigned business situations, analyze and organize their ideas in English and report and/or present other people accurately, clearly, and persuasively as much as possible using professional English within given various circumstances and time frames. Also, the student will be able to use presentation software and develop effective visual aids.			
2. Course Content 1. Introduction 2. Presentation expressions? 3. Understanding and analyzing business situations (1) ~USA TV show business case study~ 4. Analyzing a basic business model ~A televised music singer audifion~ 4. Developing and delivering students' own ideas (1) 5. Presentation practice (1) 6. Feedbacks and improvements (1) 7. Presentation expressions (2) 8. Understanding and analyzing business situations (2) 9. Developing and delivering students' own ideas (2) 10. Presentation practice (2) 11. Feedbacks and improvements (2) 12. Presentation expressions (3) 13. Understanding and analyzing business situation, and developing students' own ideas (3) 14. Presentation practice (3) & feedbacks and improvements (3) Please note that the above schedule is subject to minor change or change in order.			
3. Registration Requirements Students who do not meet the English requirement may not take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki. English requirement : TOEIC 400~			
4. Course Preparations Assignments are provided every week, and students should prepare those tasks. In addition, students have to review all provided materials after class. At least 100 minute preparation and 100 minute individual review study are required. Students have to purchase the textbook, because both preparation and review process requires the textbook. From time to time, class study will be conducted by utilizing the ZOOM software, therefore students must install Zoom on your PC in advance.			
5. Textbook (s) In the first class, the teacher will give you instructions on how to purchase a textbook. Please wait to buy, until the teacher gives you instructions. (Sold out) David Cotton and others, Intermediate Market Leader 3rd Edition, Extra with DVD, Pearson			
6. Reference Book (s) Anne Freitag, Lawrence, Business Presentations, Longman			
7. How to provide Feedback to assignments In the next class phisically, studnts will be feedbacked directky from the teacher.			
8. Assessment (1) Attendance and class participation: 30%, (2) Presentation performance: 40% , (3) Written assignments: 30% No credits will be given for absences of 1/3 or more classes for any reason without exceptions. If the score of either (1), (2), or (3) is below 60% of each category, then, no credits will be given.			
9. Others Students are recommended to have basic PC software skills, such as Microsoft Word and/or PowerPoint. However this type of skill is not required to register.			

科目ナンバー：(BA)MAN391E			
Business English A			MIYATA RINAKO
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <Outline> This course introduces advanced business English skills as well as business concepts. <Objectives> This course aims to acquire advanced business English skills needed for effective and persuasive English business communication.			
2. Course Content This course involves discussion and group work on business case studies. Week 1 Introduction, First Impressions Week 2 First Impressions, networking Week 2-3 Training, Clarifying and confirming Week 4-6 Energy, Decision-making Week 7-8 Marketing, Customer relationship, making an impact in presentations Week 9-11 Employment Trends, Resolving conflict Week 12-13 Ethics, problem-solving Week 14-Final Presentation or exam			
3. Registration Requirements Students who do not meet the English requirement (TOEIC 730) cannot take this course. Note that there is a limit to the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations Preparation for discussions is required.			
5. Textbook (s) <i>Market Leader Advanced</i> , 3rd Edition, Pearson.			
6. Reference Book (s)			
7. How to provide Feedback to assignments			
8. Assessment Class participation 40%, Final Exam (written exam or individual presentation) 50%, Homework 10%.			
9. Others Positive participation preferred.			

科目ナンバー：(BA)MAN391E			
Business English B			MIYATA RINAKO
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <Outline> This course introduces advanced business English skills and concepts needed for effective and persuasive English business communication. <Objectives> This course aims to acquire advanced business English skills.			
2. Course Content This course involves discussion, negotiation, group work on business case studies, and an individual business presentation. Week 1 Introduction, Review of Business English A, Finance Week 2-3 Finance, managing questions Week 4-5 Consulting, Negotiating Week 6-7 Strategy, Brainstorming and Creativity Week 8-9 Online Business, New Business Week 10-12 New Business, Project Management Week 13-14-Final Presentations, Questions and Answers			
3. Registration Requirements Students who do not meet the English requirement (TOEIC 730) cannot take this course. Note that there is a limit to the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations Preparation for presentations required.			
5. Textbook (s) <i>Market Leader Advanced</i> , 3rd edition, Pearson.			
6. Reference Book (s)			
7. How to provide Feedback to assignments			
8. Assessment Class participation 40% , Presentation 50% Homework 10%			
9. Others Positive participation preferred.			

科目ナンバー：(BA)MAN391E			
Business English A			LINDSKOOG, ALLEN
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives This course is designed to focus on the research and discussion of current international business practices throughout the world. For example the impact of AI on jobs in the future, technology and globalization. During the course you will have an opportunity to work on two research projects and present them to your classmates. Throughout the course you will be asked to do research and take notes as well as work on other business related topics such as emailing and product pitches. Additionally, through the use of pair work and small group discussions you will be able to explore in details your specific issue and expand your vocabulary and improve your Business English speaking ability. After the completion of your preparation you will then you will be asked to give presentations in small groups to both demonstrate your knowledge of the topic as well as to inform your listeners of the issue.			
2. Course Content Class 1. Introductions (course and personal) Class 2. How to present and preparation process Class 3. Choosing a topic of interest and brainstorming Class 4. Researching, interviews and surveys Class 5. In class small group discussion on your topic Class 6. Notetaking (summarizing and paraphrasing) Class 7. In class discussion on the topic, research and notes Class 8. Writing a speaking outline and presentation preparation Class 9. In-class informal presentation practice Class 10. Presentation style introduction Class 11. Presentation style practice Class 12. Post-presentation Q and A (Question and Answer) introduction and practice Class 13. In-class formal presentation Class 14. Semester class survey and semester reflection			
3. Registration Requirements <ul style="list-style-type: none"> Attend 80% or more of the classes and arrive on time. Prepare outside of class each week 1 - 3 hours. Participate actively in class each week. Help each other with English and other activities in class. Complete all assignments on time. Prepare and present (1) informal presentation per semester English requirement : TOEIC 400～			
4. Course Preparations For this course you will need: <ol style="list-style-type: none"> Be ready to participate in pair and group discussions. Enthusiasm: take advantage of this chance to learn new skills and ideas. Communication: share your ideas, questions, and opinions with the class. Preparation: before each class you need to read and critically think about issues related to business. 			
5. Textbook (s) Market Leader Extra - Upper intermediate, David Cotton, Cavid Falvey and Simon Kent / Pearson			
6. Reference Book (s)			
7. How to provide Feedback to assignments			
8. Assessment Attendance: 15% In class participation: 15% Weekly activities: 10% Mid-term and final: 40% (1) Presentation: 20%			
9. Others If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Meiji Business English" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class.			

科目ナンバー：(BA)MAN391E			
Business English B			LINDSKOOG, ALLEN
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives This course is designed to focus on the research and discussion of current international business practices throughout the world. For example the impact of AI on jobs in the future, technology and globalization. During the course you will have an opportunity to work on two research projects and present them to your classmates. Throughout the course you will be asked to do research and take notes as well as work on other business related topics such as emailing and product pitches. Additionally, through the use of pair work and small group discussions you will be able to explore in details your specific issue and expand your vocabulary and improve your business English speaking ability. After the completion of your preparation you will then you will be asked to give presentations in small groups to both demonstrate your knowledge of the topic as well as to inform your listeners of the issue.			
2. Course Content Class 1. Introductions (course and personal) Class 2. How to present and preparation process Class 3. Choosing a topic of interest and brainstorming Class 4. Researching, interviews and surveys Class 5. In class small group discussion on your topic Class 6. Notetaking (summarizing and paraphrasing) Class 7. In class discussion on the topic, research and notes Class 8. Writing a speaking outline and presentation preparation Class 9. In-class informal presentation practice Class 10. Presentation style introduction Class 11. Presentation style practice Class 12. Post-presentation Q and A (Question and Answer) introduction and practice Class 13. In-class formal presentation Class 14. Semester class survey and semester reflection			
3. Registration Requirements <ul style="list-style-type: none"> Attend 80% or more of the classes and arrive on time. Prepare outside of class each week 1 - 3 hours. Participate actively in class each week. Help each other with English and other activities in class. Complete all assignments on time. Prepare and present (1) formal presentation per semester English requirement : TOEIC 400～			
4. Course Preparations For this course you will need: <ol style="list-style-type: none"> Be ready to participate in pair and group discussions. Enthusiasm: take advantage of this chance to learn new skills and ideas. Communication: share your ideas, questions, and opinions with the class. Preparation: before each class you need to read and critically think about issues related to business. 			
5. Textbook (s) Market Leader Extra - Upper intermediate, David Cotton, Cavid Falvey and Simon Kent / Pearson			
6. Reference Book (s)			
7. How to provide Feedback to assignments			
8. Assessment Attendance: 15% In class participation: 15% Weekly activities: 10% Mid-term and final: 40% (1) Presentation: 20%			
9. Others If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Business English" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class.			

科目ナンバー：(BA)MAN391E			
Business Presentation A			AZEEZ, HAKEEM
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives Course goals: This course focuses on honing learners business presentation skills using real-world examples of business practices from major corporations. By the end of this course, learners will be able to: Plan presentations being mindful of their audiences' needs Create clear-cut objectives for the presentation Assess factors to construct presentations to deliver key ideas Keep audience attention to have an enhanced introduction with attention-grabber techniques Develop efficient slides, visual aids, and handouts. Skill objectives – By the end of this course, learners will be expected to be able to: demonstrate inspired presentation skills create and deliver effective presentations communicate confidently and competently with all types of audiences explore the optimum use of voice and gesture to create a lasting impression as well as a variety of presentation styles, ranging from a formal speech to a casual meeting or contentious conversation			
2. Course Content Week 1 : Introduction Course orientation. Discussion Activities: What makes a presentation good or bad? Week 2 : Building a Brand 1. Discussion activities on building a brand strategies. 2. Group activities on building original brands. Week 3 : Building a Brand 1. Group presentations. 2. Questions and Feed back session. Week 4 : Product Marketing 1. Finding Channels. 2. Discuss marketing options. 3. Group activities on product marketing. Week 5 : Product Marketing 1. Group presentations. 2. Questions and Feed back session. Week 6 : Product Procurement 1. Discuss ordering goods and product order. 2. Confirming product delivery and asking for advice. 3. Group activities on product procurement. Week 7 : Product Procurement 1. Presentations. 2. Questions and Feed back session. Week 8 : Mid Semester Quiz Mini-Presentation (Topic to be decided later) Week 9 : Sales Presentation 1. Discuss sales meetings 2. Reporting results 3. Group activities on Sales presentation. Week 10: Sales Presentation 1. Group presentations. 2. Questions and Feed back session. Week 11: Business Goals 1. Discussing market surveys. 2. Examining market survey results. 3. Group activities on Market surveys. Week 12: Business Goals 1. Group presentations. 2. Questions and Feed back session. Week 13: Final Test Final In-class Presentation Week 14: Feedback and Review 1. Semester Review Activities. 2. Semester Feed back session.			
3. Registration Requirements As decided by the faculty.			
4. Course Preparations There will be group or individual presentations every two weeks. Students are expected to prepare very well for these.			
5. Textbook (s) WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
6. Reference Book (s) WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
7. How to provide Feedback to assignments Feedbacks are provided after every activity on group and individual basis.			
8. Assessment - Participation and Attendance: 20% - Assignments: 20% - Quizzes/Tests: 30% - Final exam: 30% - Total 100%			
9. Others			

科目ナンバー：(BA)MAN391E			
Business Presentation B			AZEEZ, HAKEEM
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives Course goals: This course focuses on honing learners business presentation skills using real-world examples of business practices from major corporations. By the end of this course, learners will be able to: Plan presentations being mindful of their audiences' needs Create clear-cut objectives for the presentation Assess factors to construct presentations to deliver key ideas Keep audience attention to have an enhanced introduction with attention-grabber techniques Develop efficient slides, visual aids, and handouts. Skill objectives – By the end of this course, learners will be expected to be able to: demonstrate inspired presentation skills create and deliver effective presentations communicate confidently and competently with all types of audiences explore the optimum use of voice and gesture to create a lasting impression as well as a variety of presentation styles, ranging from a formal speech to a casual meeting or contentious conversation			
2. Course Content Week 1 : Analyze different video presentations. 1. Watch a TED video. 2. Analyze and Discuss the video. 3. Feedback Session on the video. Week 2 : Company Basics 1. Discuss various local and international corporate structures. 2. Discuss corporate restructuring. 3. Group activities on corporate structures. Week 3 : Company Basics 1. Group presentations. 2. Questions and Feed back session. Week 4 : Company Performance 1. Discuss alternative sources of revenue. 2. Discuss ways of improving profits. 3. Group activities on company performance. Week 5 : Company Performance 1. Group presentations. 2. Questions and Feed back session. Week 6 : Business Ethics 1. Discuss Corporate Social Responsibility. 2. What are different CSR objectives? 3. Group activities on CSR. Week 7 : Business Ethics 1. Group presentations. 2. Questions and Feed back session. Week 8 : Mid Semester Quiz Mini-Presentation (Topic to be decided later) Week 9 : Company Location 1. Discuss Location of a business. 2. Relocation Issues. 3. Group activities on company location. Week 10: Company Location 1. Group presentations. 2. Questions and Feed back session. Week 11: Corporate Spirit 1. Discuss various local and international company cultures. 2. Team-building activities. 3. Group activities on corporate spirit. Week 12: Corporate Spirit 1. Group presentations. 2. Questions and Feed back session. Week 13: Final Test Final In-class Presentation Week 14: Feedback and Review 1. Semester Review Activities. 2. Semester Feed back session.			
3. Registration Requirements As stipulated by the faculty.			
4. Course Preparations There will be group or individual presentations every two weeks. Students are expected to prepare properly for these.			
5. Textbook (s) WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
6. Reference Book (s) WORK ADVANTAGE 3 by Joseph Henley (Published by Cengage Learning)			
7. How to provide Feedback to assignments Feedbacks are provided after every activity on group and individual basis.			
8. Assessment - Participation and Attendance: 20% - Assignments: 20% - Quizzes/Tests: 30% - Final exam: 30% - Total 100%			
9. Others			

科目ナンバー：(BA)MAN391E			
Business Presentation A			VAUGHAN, ROBERT
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives This course is a business presentation course designed to develop communication skills in English. This course will develop students' preparation and performance of presentations. Students will learn what they need to put into presentations and what should be left out of presentations. Students will be exposed to a range of dynamic presentation techniques and will have chances to try these techniques in class. Course Goals: Students will be able to: Prepare presentations. Effectively open and close presentations. Employ a smooth structure in presentations. Develop voice power. Create and use effective visual aids. Present facts and figures. Develop appropriate body language in presentations.			
2. Course Content Week 1. Preparing to present (45 minutes) Module 1 A (Opening and closing) Week 2. Student Presentations from Module part 1 A; Feedback and analysis. Module part 1 B (Opening and closing) Week 3. Students give presentations from Module part 1 B; Feedback and analysis Module part 2 A (Smooth structure) Week 4. Students give presentations from Module part 2 A; Feedback and analysis. Module part 2 B (Smooth structure) Week 5. Students give presentations from Module part 2 B; Feedback and analysis. Module part 3 A (Voice power) Week 6. Students give presentations from Module part 3 A; Feedback and analysis. Module part 3 B (Voice power) Week 7. Mid-term Student Presentations Week 8. Students give presentations from Module part 3 B; Feedback and analysis. Module part 4 A (Visual aids) Week 9. Students give presentations from Module part 4 A; Feedback and analysis. Module part 4 B (Visual aids) Week 10. Students give presentations from Module part 4 B; Feedback and analysis. Module part 5 A (Facts and figures) Week 11. Students give presentations from Module part 5 A; Feedback and analysis. Module part 5 B (Facts and figures) Week 12. Students give presentations from Module part 5 B; Feedback and analysis. Module part 6 A (Body language) Week 13. Students give presentations from Module part 6 A; Feedback and analysis. Preparation for final presentations. Week 14. Final Student Presentations			
3. Registration Requirements Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations Students are expected to prepare presentations ahead of each class. Students are expected to incorporate skills studied in previous classes in their presentations			
5. Textbook (s) Textbook-- Dynamic Presentations Student's Book with Audio CDs, by Mark Powell, Cambridge University Press (ISBN 9780521150040).			
6. Reference Book (s) None.			
7. How to provide Feedback to assignments Feedback and grading of the midterm and final presentations will be provided in writing. Feedback and grading on weekly short presentations will be provided in class and in writing.			
8. Assessment Active Participation in class activities 20% Mid-term Presentation 20% Short presentations and class assignments 40% Final Presentation 20%			
9. Others			

科目ナンバー：(BA)MAN391E			
Business Presentation B			VAUGHAN, ROBERT
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives Course Outline This course is a business presentation course designed to develop communication skills in English. This course will develop students' preparation and performance of presentations. Students will learn what they need to put into presentations and what should be left out of presentations. Students will be exposed to a range of dynamic presentation techniques and will have chances to try these techniques in class. Course Goals: Students will be able to: Build rapport. Effectively use various impact techniques in presentations (rhetorical questions, repetition of sounds, groups of three plus one, repetition of words, contrasts and opposites). Effectively use storytelling techniques in presentations. Conduct Question & Answer sessions. Develop appropriate body language in presentations.			
2. Course Content Week 1. Preparing to present (45 minutes) Module 7 A (Rapport building) Week 2. Student Presentations from Module part 7 A; Feedback and analysis. Module part 7 B (Rapport building) Week 3. Students give presentations from Module part 7 B; Feedback and analysis Module part 8 A (Impact techniques) Week 4. Students give presentations from Module part 8 A; Feedback and analysis. Module part 8 B (Impact techniques) Week 5. Students give presentations from Module part 8 B; Feedback and analysis. Module part 8 C (Impact techniques) Week 6. Students give presentations from Module part 8 C; Feedback and analysis. Module part 8 D (Impact techniques) Week 7. Mid-term Student Presentations Week 8. Students give presentations from Module part 8 D; Feedback and analysis. Module part 9 A (Storytelling) Week 9. Students give presentations from Module part 9 A; Feedback and analysis. Module part 9 B (Storytelling) Week 10. Students give presentations from Module part 9 B; Feedback and analysis. Module part 10 A (Q&A sessions) Week 11. Students give presentations from Module part 10 A; Feedback and analysis. Module part 10 B (Q&A sessions) Week 12. Students give presentations from Module part 10 B; Feedback and analysis. Module part 6 B (Body language) Week 13. Students give presentations based on part 16B; Feedback and analysis. Preparation for final presentations. Week 14. Final Student Presentations			
3. Registration Requirements ※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。 Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations Students are expected to prepare presentations ahead of each class. Students are expected to incorporate skills studied in previous classes in their presentations			
5. Textbook (s) 5. Textbook-- Dynamic Presentations Student's Book with Audio CDs, by Mark Powell, Cambridge University Press (ISBN 9780521150040).			
6. Reference Book (s) None.			
7. How to provide Feedback to assignments Feedback and grading of the midterm and final presentations will be provided in writing. Feedback and grading on weekly short presentations will be provided in class and in writing.			
8. Assessment Active Participation in class activities 20% Mid-term Presentation 20% Short presentations and class assignments 40% Final Presentation 20%			
9. Others			

科目ナンバー：(BA)MAN391E			
Business Presentation A		LINDSKOOG, ALLEN	
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives This course is designed to focus on the analysis and discussion of current international business practices, issues and conflicts throughout the world, for example technological advancements and the impact on the world economy, the cause of poverty and corruption in business or any other issue you would like to focus on related to business. During the course you will have an opportunity to work on two research projects and present them to your classmates. Throughout the course you will be asked to do in-depth research, which can be done using the internet, through field work, surveys and interviews. Additionally, through the use of pair work and small group discussions you will be able to explore in details your specific issue. After the completion of your preparation you will then you will be asked to give initial presentations in small groups to both demonstrate your knowledge of the topic as well as to inform your listeners of the issue. And finally we will implement presentation style in which you will do an overall presentation in both an informative and engaging manner.			
2. Course Content Class 1. Introductions (course and personal) Class 2. How to present and preparation process Class 3. Choosing a topic of interest and brainstorming Class 4. Researching, interviews and surveys Class 5. In class small group discussion on your topic Class 6. Notetaking (summarizing and paraphrasing) Class 7. In class discussion on the topic, research and notes Class 8. Writing a speaking outline and presentation preparation Class 9. In-class informal presentation practice Class 10. Presentation style introduction Class 11. Presentation style practice Class 12. Post-presentation Q and A (Question and Answer) introduction and practice Class 13. In-class formal presentation Class 14. Semester class survey and semester reflection			
3. Registration Requirements ※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。 Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations • Attend 80% or more of the classes and arrive on time. • Prepare outside of class each week 1 - 3 hours. • Participate actively in class each week. • Help each other with English and other activities in class. • Complete all assignments on time. • Prepare and present (2) formal presentations per semester			
5. Textbook (s) No textbook will be used in the course. Online worksheets and reading material will be provided.			
6. Reference Book (s)			
7. How to provide Feedback to assignments			
8. Assessment Attendance: 15% In class participation: 15% Weekly activities: 10% Mid-term and final: 20% (2) presentation: 40%			
9. Others If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Business Presentation" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class.			

科目ナンバー：(BA)MAN391E			
Business Presentation B		LINDSKOOG, ALLEN	
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives This course is designed to focus on the analysis and discussion of current international business practices, issues and conflicts throughout the world, for example the technological advancement and its impact on the world economy, the cause of poverty and corruption in business or any other issue you would like to focus on related to business. During the course you will have an opportunity to work on two research projects and present them to your classmates. Throughout the course you will be asked to do in-depth research, which can be done using the internet, through field work, surveys and interviews. Additionally, through the use of pair work and small group discussions you will be able to explore in details your specific issue. After the completion of your preparation you will then you will be asked to give initial presentations in small groups to both demonstrate your knowledge of the topic as well as to inform your listeners of the issue. And finally we will implement presentation style in which you will do an overall presentation in both an informative and engaging manner.			
2. Course Content Class 1. Introductions (course and personal) Class 2. How to present and preparation process Class 3. Choosing a topic of interest and brainstorming Class 4. Researching, interviews and surveys Class 5. In class small group discussion on your topic Class 6. Notetaking (summarizing and paraphrasing) Class 7. In class discussion on the topic, research and notes Class 8. Writing a speaking outline and presentation preparation Class 9. In-class informal presentation practice Class 10. Presentation style introduction Class 11. Presentation style practice Class 12. Post-presentation Q and A (Question and Answer) introduction and practice Class 13. In-class formal presentation Class 14. Semester class survey and semester reflection			
3. Registration Requirements ※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。また、本科目は受講人数に制限があり、履修に際しては事前登録が必要となるので、「経営学部履修の手引き」を参照すること。 Students who do not meet the English requirement (TOEIC 500) cannot take this course. Note that there is a limit of the number of students per class. To register for this class, refer to Rishuno Tebiki.			
4. Course Preparations • Attend 80% or more of the classes and arrive on time. • Prepare outside of class each week 1 - 3 hours. • Participate actively in class each week. • Help each other with English and other activities in class. • Complete all assignments on time. • Prepare and present (2) formal presentations per semester			
5. Textbook (s) No textbook will be used in the course. Online worksheets and reading material will be provided.			
6. Reference Book (s)			
7. How to provide Feedback to assignments			
8. Assessment Attendance: 15% In class participation: 15% Weekly activities: 10% Mid-term and final: 20% (1) presentation: 40%			
9. Others If you need to contact me at anytime please send me (Allen Lindskoog) an e-mail in English - skoog5600@gmail.com and put "Business Presentation" in the subject header. And also please make sure you put your first and last name in English in the e-mail message as well. A website link for our class blog site will be given out the first day of class.			

科目ナンバー：(BA)MAN291E			
Fundamentals of Management C			SUMI ATSUSHI
Credits: 2	Year: 2	Spring Semester	Surugadai
1. Course Outline and Objectives Course Outline and Objectives: This course serves as a general introduction to Management, utilizing a popular English textbook commonly used in undergraduate business programs at United States universities. The primary goal is to comprehend fundamental concepts and approaches in Management, including the business mindset, business ethics, corporate social responsibility, ownership, issues of corporate governance, and management roles and functions. The course is specifically designed for students in the business program who have successfully completed the General Management (経営総論) course in Japanese during the spring semester of their freshman year. In addition, it is desirable that participants have successfully completed Fundamentals of Management A/B during the 2nd year. Lectures are conducted in English. The course is designed to facilitate students understanding of the selected topics by elaborating key issues instead of superficially covering the wide range of topics in business management. Each session includes team presentations by participants, followed by group discussions on the topics featured in the textbook. Goals of the Course: 1 Gain an understanding of the basic concepts and approaches in Management in English. 2 Develop an understanding of the functional areas of Business Management. 3 Develop a foundational business mindset to be ready for future global business careers.			
2. Course Content 1st Week Course Introduction & Assignment of Team Presentation 2th Week Forms of Ownership 1 3rd Week Forms of Ownership 2 4th Week Entrepreneurship and Small-Business Ownership 1 5th Week Entrepreneurship and Small-Business Ownership 2 6th Week Entrepreneurship and Small-Business Ownership 3 (Discussion) 7th Week Management Roles, Functions and Skills 1 8th Week Management Roles, Functions and Skills 2 9th Week Management Roles, Functions and Skills 3 (Discussion) 10th Week Organization and Teamwork 1 11th Week Organization and Teamwork 2 12th Week Organization and Teamwork 3 (Discussion) 13th Week TEAM PRESENTATION 1 14th Week TEAM PRESENTATION 2			
3. Registration Requirements Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance.			
4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. All participants are required to read the designated part of the textbook carefully in advance and prepare for presentations and group discussions.			
5. Textbook (s) Textbook Courtland L. Bovee, John V. Thill (2023) Business in Action, Global Edition. Pearson Education Limited: 10th edition.			
6. Reference Book (s) References are introduced, if necessary.			
7. How to provide Feedback to assignments			
8. Assessment Assessment: (1) 10 Quizzes 40% (2) Participation to the class (including team presentations and group discussions) : 30%. (3) Case Study Question Assignment: 30%. *Case Study Question: TBA			
9. Others			

科目ナンバー：(BA)MAN291E			
Fundamentals of Management D			SUMI ATSUSHI
Credits: 2	Year: 2	Fall Semester	Surugadai
1. Course Outline and Objectives Course Outline and Objectives: This course serves as a general introduction to Management, utilizing a popular English textbook commonly used in undergraduate business programs at United States universities. The primary goal is to comprehend fundamental concepts and approaches in Management, including the business mindset, business ethics, corporate social responsibility, ownership, issues of corporate governance, and management roles and functions. The course is specifically designed for students in the business program who have successfully completed the General Management (経営総論) course in Japanese during the spring semester of their freshman year. In addition, it is desirable that participants have successfully completed Fundamentals of Management A/B during the 2nd year. Lectures are conducted in English. The course is designed to facilitate students understanding of the selected topics by elaborating key issues instead of superficially covering the wide range of topics in business management. Each session includes team presentations by participants, followed by group discussions on the topics featured in the textbook. Goals of the Course: 1 Gain an understanding of the basic concepts and approaches in Management in English. 2 Develop an understanding of the functional areas of Business Management. 3 Develop a foundational business mindset to be ready for future global business careers.			
2. Course Content Course Content 1st Week Course Introduction & Assignment of Team Presentation 2th Week The Art and Science of Marketing 1 3rd Week The Art and Science of Marketing 2 4th Week The Art and Science of Marketing 3 5th Week The Art and Science of Marketing 4 (Discussion) 6th Week Product Management and Pricing Strategies 1 7th Week Product Management and Pricing Strategies 2 8th Week Product Management and Pricing Strategies 3 (Discussion) 9th Week Customer Communication and Product Distribution 1 10th Week Customer Communication and Product Distribution 2 11th Week Customer Communication and Product Distribution 3 12th Week Customer Communication and Product Distribution 2 (Discussion) 13th Week TEAM PRESENTATION 1 14th Week TEAM PRESENTATION 2			
3. Registration Requirements Registration Requirements Minimum TOEIC score: around 730 Students who wish to enroll in this course must attend the first class on course introduction/guidance.			
4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. All participants are required to read the designated part of the textbook carefully in advance and prepare for presentations and group discussions.			
5. Textbook (s) Textbook Courtland L. Bovee, John V. Thill (2023) Business in Action, Global Edition. Pearson Education Limited: 10th edition.			
6. Reference Book (s) References are introduced, if necessary.			
7. How to provide Feedback to assignments			
8. Assessment Assessment : (1) 10 Quizzes 40% (2) Participation to the class (including team presentations and group discussions) : 30%. (3) Mini Case Study Report Assignment: 30%.			
9. Others			

科目ナンバー：(BA)MAN291E			
Transcultural Business Communication A			KANEKO ATSUKO
Credits: 2	Year: 2	Spring Semester	Surugadai
1. Course Outline and Objectives Given the globalization of business and increasing diversity within the workforce of many industries and organizations, more and more managers and professionals are required to work effectively across borders and cultures. This course offers opportunities to practice skills as well as a broad view of theories, models, and ideas on global strategic positioning, cross-cultural understanding, and management. Course objectives: 1. To develop an understanding of how to work with people from different cultural backgrounds. 2. To develop an awareness of how to incorporate ethical principles, personal and organizational values, and socially responsible practices in global management. 3. To develop collaborative, cooperative, and open study skills. Main Deliverables in the 14-Week Session: Presentations: Two formal written presentations accompanied by visual aids and/or reports. Students must video-record their presentations and submit the recordings along with their visual aids for grading.			
2. Course Content Week 1 Describing culture Week 2 Flexible thinking model Week 3 Handling first meetings with new professional contacts Week 4 Building relationships with a range of small talk styles Week 5 Communicating messages sensitively Week 6 Interacting across cultures Week 7 Student presentations (1) Week 8 Outlining a decision-making process Week 9 Managing different types of communicators Week 10 Clarifying messages Week 11 Analysing why we listen to other people Week 12 Customizing presentations to different international audiences Week 13 Student presentations (2-1) Week 14 Student presentations (2-2)			
3. Registration Requirements ※「履修のための英語要件の基準点（以下のいずれか）」を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (TOEIC 730, TOEFL ITP 500, TOEFL iBT 64, or IELTS 5.5) cannot take this course.			
4. Course Preparations Students are expected to preview the book, prepare response to questions for class discussion. Students submit activity reports based on preview and class discussion every week. Quizzes are designed to help students understand the concepts introduced in the book.			
5. Textbook (s) Bob Dignen. (2011). Communicating Across Cultures. Cambridge University Press			
6. Reference Book (s) H. Deresky, International Management: Managing Across Borders and Cultures. 9th edition, Global Edition. Pearson.			
7. How to provide Feedback to assignments Provide feedback through Oh-o! Meiji (LMS) discussions as well as in-class discussions.			
8. Assessment Grading Policy: Reports and Presentations (2): 40% Assignments and Quizzes: 40% Contribution to Class: 20% Attendance Policy: Students who miss more than three (3) classes during the 14-week course will receive a failing grade. Three (3) instances of tardiness will be considered equivalent to one (1) absence.			
9. Others Classroom language is English.			

科目ナンバー：(BA)ECN291E			
Japanese Economy			NAGANO HIROSHI
Credits: 2	Year: 1	Fall Semester	Surugadai
1. Course Outline and Objectives <Outline> This course is aimed at providing opportunities to understand the characteristics of Japanese economy both in the short- and long-run. Based on publications issued by public organizations, a variety of topics will be discussed. Also, it will be hypothesized where Japanese economy goes from here. Historically, Japan has experienced various changes to affect the maturity of its socio-economic system such as Rapid Economic Growth, Bubble Economy, Lost Decades, and so on. Such changes would reveal relevant factors to create the real world both on demand and supply sides. Recently, new industries have emerged to revitalize Japanese economy; particularly, the development of Information and Communication Technology would open up a new frontier of the economy such as "Digital Economy". ICT also guided existing industries into a new direction with structural changes to overcome inefficiencies. Learning from the history of socio-economic system in Japan, and taking into account of newly emerged factors, such as "Cool Japan" and other local pop cultures, this course will be approaching toward the future of Japanese economy from different perspectives. <Objectives> There are three objectives being accomplished in this course, as below: (1) Understanding the framework of Japanese economy, (2) Finding the factual causation behind actual economic events, and (3) Hypothesizing the future of Japanese economy.			
2. Course Content (1) A Gentle Course Introduction: Current Situation of Japanese Economy (2) Overview I: Macroeconomic Profile (3) Overview II: Historical Economic Phenomenon (4) Wrap-up I (5) Macroeconomic Profile I: Demand Side (6) Macroeconomic Profile II: Supply Side (7) Wrap-up II (8) Historical Economic Phenomenon A: Rapid Economic Growth (1950s - 1970s) (9) Historical Economic Phenomenon B: Bubble Economy (1980s - 1990s) (10) Historical Economic Phenomenon C: Lost Decades (1990s - Today) (11) Wrap-up III (12) Outlook I: Industrial Change by Information and Communication Technology (13) Outlook II: Emergence of New Industry (14) Wrap-up IV			
3. Registration Requirements The TOEIC level necessary for registering for this course is around 600. Do not hesitate to ask further questions about the course requirements.			
4. Course Preparations Check the scope of the next class and list up discussion issues. Look back and summarize important topics in previous class sessions, in order to prepare for the Final Assignment, which consists of Presentation and Essay. Students will need to actively brush up English capability for reading, speaking, and writing about Japanese economy and other related topics. Students will prepare, at least, one topic for each of the class sessions. It is highly recommended to write even a few sentences as a TIDBIT, a short essay, every single day. Keep on writing TIDBIT will be a big help for Final Assignment. A student will be on the right track, as far as he/she tries to find fun topics being shared with friends in the course.			
5. Textbook (s) None specified.			
6. Reference Book (s) Reading materials such as white papers, research papers, statistical databooks, and others, will be read, in accordance with the discussion in each of the class sessions.			
7. How to provide Feedback to assignments Basically, general comments on reaction papers will be published weekly on Oh-o! Meiji system.			
8. Assessment Contribution to the Course (30%); Presentation (30%); Final Essay (40%)			
9. Others Plagiarism will never be accepted in any cases.			

科目ナンバー：(BA)MAN371E			
Corporate Social Responsibility			TAKA IWAO
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <Course Outline> Corporate directors and officers have to consider broader matters and stakeholders than ever in their management. In this decade, not only efficient business management but also launch of new businesses is strongly expected. Fulfilling environmental responsibility (E), social responsibility (S), and corporate accountability (G) is also a premise of business management. In addition, corporations are also required to address global challenges such as global warming, human rights and corruption. In this class, we will understand those issues and learn how corporations have been dealing with those issues. <Objectives> After understanding why a corporation has to fulfill social responsibilities (Lecture 2), we will learn what kinds of ESG practices are required for business to implement (Lecture 3 to 14). While studying CSR and sustainability in general, we will take up cases from various industries, and understand issues seen in those cases. Students are expected to acquire "the ability to see into the future of business management."			
2. Course Content Lecture 1 Introduction Lecture 2 Why are Companies required to take Social Responsibility? Lecture 3 Fiduciary Duties of Directors Lecture 4 Corporate Scandals and Corporate Governance Lecture 5 Traditional Type Governance (Takeover Defense Measure) Lecture 6 Case Ia (Japan Airlines) Lecture 7 Case Ib (Japan Airlines) Lecture 8 American Type Governance (Investment in a Distribution Center) Lecture 9 Case II (Nikko Cordial Group) Lecture 10 CSR Movement (1 a) Environment Lecture 11 CSR Movement (1 b) Environment Lecture 12 CSR Movement (1 c) Environment Lecture 13 CSR Movement (2 a) Society (Human Rights and Labor) Lecture 14 CSR Movement (2 b) Society (Corruption)			
3. Registration Requirements It is desirable to have knowledge of Corporation Law, Finance, and Accounting.			
4. Course Preparations Read the materials to be distributed in advance. I will provide each material about one week before the class, via Oh-o! Meiji Review the content of the lecture. All the materials are copyrighted, so please do not put it on the internet and leak it to the outside.			
5. Textbook (s) None. Materials are distributed.			
6. Reference Book (s) None			
7. How to provide Feedback to assignments In each lecture, at the end of the class, each of you is required to submit the feedback by (1) listing a few of points that especially impressed you and (2) explaining why those points are impressive. In your feedback, if necessary, you may raise questions about the lecture. I will answer those questions at the following classes. I will not return your feedback evaluations one by one. However, at the midpoint of the semester, I will show mid-term evaluations to each of the students who wishes to know their scores. I will also give a warning to all the student whose grades are particularly problematic.			
8. Assessment The evaluation is made by summing up the following two scores. (1) Feedback evaluation (50 points) and (2) attendance (50 points). At the first orientation class, I will explain in detail how to evaluate your feedback. This is so important that all of you have to attend the first class.			
9. Others You are required to bring your own PC to the classroom with you. Your feedback has to be typed on your PC, not hand-written, converted to a PDF file, and submitted as an attachment to my email address.			

科目ナンバー：(BA)MAN391E			
Internet Business A			TAKAHASHI TORU
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <Outline> The rise of advanced digital technology and big data is transforming our society and business landscape. In this course, we will explore the latest trends and developments in internet business, with a focus on case studies of successful internet companies. Students will learn about the business models, strategies, and challenges of these companies, as well as the implications for the global economy. The course will be taught by an experienced instructor with extensive work experience in the global media division of an advertising company. The instructor will use a variety of teaching methods, including lectures, case studies, and group discussions. https://meiji-univ.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=fd77f991-ec27-4f9a-bc4f-b0fa0020342d <Objectives> By the end of this course, students will be able to: <ul style="list-style-type: none"> • Understand the basic concepts of internet business • Analyze the business models of successful internet companies • Identify the challenges and opportunities facing internet businesses • Develop the communication skills needed for a career in global business 			
2. Course Content <ol style="list-style-type: none"> 1. Introduction - The global war for digitally skilled talent is heating up. 2. History of Internet Business 3. Business Model by Internet 4. Internet and Traditional Media 5. Web 2.0 - Long Tail Principle 6. Web 3.0 - The Advent of a New Internet Society 7. Internet Advertising - Evolution of Ad Technology 8. Big Data and Marketing 9. Internet Business and M&A 10. Social Media Network 11. Evolution of Video Streaming 12. Mobile Centric - Evolution of Internet Device 13. Latest Trend of Internet Business 14. Course Review- How to adapt to the digital age and thrive in the future. <p>In this course, in addition to the content mentioned above, we'll share practical and up-to-date knowledge about cutting-edge generative AI that's revolutionizing the business world. As we explore the possibilities and challenges of rapidly evolving AI technology, you'll develop skills directly relevant to your future career.</p> <p>During our classes, we'll dive deep into proper AI usage, ethical considerations, and potential risks. You'll also learn powerful ways to boost your job hunt, such as using AI for company research, creating impressive resumes (entry sheets), and preparing for interviews.</p> <p>By the end of this course, you'll have gained essential skills and knowledge to become a competitive candidate ready to lead in the AI era.</p>			
3. Registration Requirements ※The TOEIC level necessary for registering for this course is around 700, but welcome students who strongly want to improve their English skills even if they do not exceed 700.			
4. Course Preparations Students are required to download the lecture handout, which will be uploaded to "Oh-o! Meiji" by the day before each class, and to review its contents prior to the lecture. Additionally, students must complete a questionnaire on the cloud survey site after each weekly lecture.			
5. Textbook (s) No specific textbook will be assigned for this course. Students are expected to review the lecture handouts prior to class and prepare potential questions in advance.			
6. Reference Book (s) No specific reference will be assigned for this course.			
7. How to provide Feedback to assignments Students who wish to receive feedback on their final reports will receive it via email.			
8. Assessment Contribution to class (including questionnaire responses after each class) 60% Final report 40%			
9. Others <ul style="list-style-type: none"> * Prerequisite Course - No programming or advanced Excel skills are required to take this course. This course is for those who are interested in the potentials and risks of internet technology for future businesses. *To make the most out of this course: <ul style="list-style-type: none"> - Attend all classes and arrive on time - Participate in group discussions and presentations - Proactively read/search current issues in this class <p>※The Rise of Digital Transformation: Equipping Yourself for the Future ※DX (digital transformation), which represents a corporate transformation using big data and digital technology, is accelerating as the COVID-19 pandemic spreads around the world. On the other hand, in Japan, human resource development to promote DX has become a management issue. In this course, you can learn the basic concepts for understanding DX and insights to survive the DX era based on abundant case studies that are occurring in the global market.</p>			

科目ナンバー：(BA)MAN391E			
Internet Business B			TAKAHASHI TORU
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <Outline> This course introduces the latest issues and trends in internet business, with a focus on case studies of successful internet companies. Students will learn about the business models, strategies, and challenges of these companies, as well as the implications for the global economy. The course will be taught by an experienced instructor with extensive work experience in the global media department of an advertising company. The instructor will use a variety of teaching methods, including lectures, case studies, and group discussions. https://meiji-univ.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=fd77f991-ec27-4f9a-bc4f-b0fa0020342d <Objectives> By the end of this course, students will be able to: <ul style="list-style-type: none"> • Understand the basic concepts of internet business • Analyze the business models of successful internet companies • Identify the challenges and opportunities facing internet businesses • Develop the communication skills needed for a career in global business 			
2. Course Content <ol style="list-style-type: none"> 1. Introduction - Analytical Method of Case Studies 2. Omnichannel Commerce 3. The Evolution of E-Commerce 4. Electronic Payment / The Evolution of Cryptocurrency 5. The Mechanism and Prospect of Artificial Intelligence 6. [Case Study] Google 7. [Case Study] Apple 8. [Case Study] Facebook (Meta) 9. [Case Study] Amazon 10. [Case Study] The Rise of the Next Generation of Global Tech Giants 11. Cyber Security - The History and Latest Trends of Cyber Attacks 12. Ethics & Law of Internet Business 13. Future of Internet Business / Internet Democracy 14. Course Review - How to Transform Yourself for Your Career Development <p>In this course, in addition to the content mentioned above, we'll share practical and up-to-date knowledge about cutting-edge generative AI that's revolutionizing the business world. As we explore the possibilities and challenges of rapidly evolving AI technology, you'll develop skills directly relevant to your future career.</p> <p>During our classes, we'll dive deep into proper AI usage, ethical considerations, and potential risks. You'll also learn powerful ways to boost your job hunt, such as using AI for company research, creating impressive resumes (entry sheets), and preparing for interviews.</p> <p>By the end of this course, you'll have gained essential skills and knowledge to become a competitive candidate ready to lead in the AI era.</p>			
3. Registration Requirements ※The TOEIC level necessary for registering for this course is around 700, but welcome students who strongly want to improve their English skills even if they do not exceed 700. ※ Students who have not taken "Internet Business A" in the spring semester can also take this course.			
4. Course Preparations Students are required to download the lecture handout, which will be uploaded to "Oh-o! Meiji" by the day before each class, and to review its contents prior to the lecture. Additionally, students must complete a questionnaire on the cloud survey site after each weekly lecture.			
5. Textbook (s) No specific textbook will be assigned for this course. Students are expected to review the lecture handouts prior to class and prepare potential questions in advance.			
6. Reference Book (s) No specific reference will be assigned for this course.			
7. How to provide Feedback to assignments Students who wish to receive feedback on their final reports will receive it via email.			
8. Assessment Contribution to class (including questionnaire responses after each class) 60% Final report 40%			
9. Others <ul style="list-style-type: none"> * Prerequisite Course - No programming or advanced Excel skills are required to take this course. This course is for those who are interested in the potential and risk of internet technology for future business. - "Internet Business A" (Spring Semester) is not a requirement. *To make the most out of this course: <ul style="list-style-type: none"> - Attend all classes and arrive on time - Participate in group discussions and presentations - Proactively read/search current issues in this class <p>※The Rise of Digital Transformation: Equipping Yourself for the Future As COVID-19 reshapes our world, companies worldwide are embracing digital transformation (DX) - using big data and technology to reinvent themselves. Yet, Japan faces a crucial challenge: how to upskill its workforce to thrive in this digital age. This course empowers you to tackle this head-on. Delve into the core concepts of DX, unlock insights from real-world global case studies, and equip yourself with the knowledge and skills to not just survive, but lead in the era of digital transformation.</p>			

科目ナンバー：(BA)MAN391E			
Contents Business A			NAKATANI YASUO
Credits: 2	Year: 3	Spring Semester	Surugadai
<p>1. Course Outline and Objectives</p> <p>〈Outline〉 The aim of this course help students to learn the features of the content industry, and discuss how representative companies utilize the content to improve their brand and expand their customer base. The class also examines how content businesses have developed since early days to obtain implications for exploring future business model. By discussing business case studies in small groups, students can understand how different parts of the content business should connect to improve current business contexts.</p> <p>〈Objectives〉 Students can have a broad understanding of the content industry, with a perspective on how individual content can be connected in digital platforms. They can improve their negotiation skills in English.</p>			
<p>2. Course Content</p> <ol style="list-style-type: none"> 1 Introduction 2 Development of content: History repeats 3 Creating business icons for content 4 Technology driven content 5 The power of Anime: Case study in Vietnam 6 Adopting content in different counties: K-pop and J-pop 7 Implicit or Explicit (1) Japanese culture or Western Culture 8 Implicit or Explicit (2) Negotiating with global clients 9 Creating content for joint-marketing: Case of Dentsu 10 Adoptive Content Theory: Utilizing multiple media 11 Copyright and content business 12 Digital platformer: iTunes 13 Digital platformer: YouTube 14 Review: Content business and digital technologies 			
<p>3. Registration Requirements</p> <p>English capabilities required.</p> <p>Classes will be fully conducted in English, and students will be required to present ideas in English.</p> <p>English requirement : TOEIC 600～</p>			
<p>4. Course Preparations</p> <p>Students are expected to read news on a daily basis to keep up with new technologies and trends in the content industry.</p>			
<p>5. Textbook (s)</p> <ul style="list-style-type: none"> • Global Leadership: Case Studies of Business Leaders in Japan. by Nakatani.Y and Smithers. R. Kinseido. • Using web-based materials and handouts 			
<p>6. Reference Book (s)</p> <p>Content Machine: Use Content Marketing to Build a 7-figure Business With Zero Advertising</p> <p>Dan Norris. CreateSpace Independent Publishing Platform.</p>			
<p>7. How to provide Feedback to assignments</p>			
<p>8. Assessment</p> <p>Class contribution for discussion and assignments:70%. Final report:30%</p>			
<p>9. Others</p>			

科目ナンバー：(BA)MAN391E			
Contents Business B			NAKATANI YASUO
Credits: 2	Year: 3	Fall Semester	Surugadai
<p>1. Course Outline and Objectives</p> <p>〈Outline〉 In this course students clearly understand the features of the content industry and present how representative companies should utilize the content to improve their brand and expand customer base. Through case study methods, students discuss how different parts of the content business should connect to explore the future business model.</p> <p>〈Objectives〉 Students can have a clear understanding of the content industry, with a perspective on how individual content can be connected in digital platforms. They can improve negotiation skills in upper-level English.</p>			
<p>2. Course Content</p> <ol style="list-style-type: none"> 1 Introduction 2 Digital platformers: FaceBook and Instagram 3 Digital platformer: Twitter 4 Cutting-edge content and technology from U.S. 5 Content for sports marketing: Morinaga case 6 Adaptive content theory 1 : Coca-Cola case 7 Adaptive content theory 2 : MIJI case 8 Adaptive content theory 3 : Shiseido 9 Customer-oriented content 10 Japanese traditional culture for new content 11 Content for Counter Innovator's Dilemma 12 CSR and content business 13 Future content with SDGs 14 Review: Developing your content business 			
<p>3. Registration Requirements</p> <p>English capabilities required.</p> <p>Classes will be fully conducted in English, and students will be required to present ideas in English.</p> <p>English requirement : TOEIC 600～</p>			
<p>4. Course Preparations</p> <p>Students are expected to read news on a daily basis to keep up with new technologies and trends in the content industry.</p>			
<p>5. Textbook (s)</p> <p>Business Case Studies of Global Leaders 成美堂 Nakatani, Y. & Smithers, R. Seibido.</p> <ul style="list-style-type: none"> • Using web-based materials and handouts 			
<p>6. Reference Book (s)</p> <p>Content Machine: Use Content Marketing to Build a 7-figure Business With Zero Advertising</p> <p>Dan Norris. CreateSpace Independent Publishing Platform.</p>			
<p>7. How to provide Feedback to assignments</p>			
<p>8. Assessment</p> <p>Class contribution for discussion and assignments: 70%. Final report:30%</p>			
<p>9. Others</p>			

科目ナンバー：(BA)MAN291E			
Core Subjects Seminar C			NAGAI HIROHISA
Credits: 2	Year: 1	Spring Semester	Surugadai
<p>1. Course Outline and Objectives</p> <p>THEME: Introduction to Research Methods This course provides fundamental knowledge and practical tools to address managerial issues. It follows the PPDAC (Problem-Plan-Data-Analysis-Conclusion) cycle as a framework for solving real-world problems, composed of the following five steps: Problem: What is the key issue that should be investigated? Plan: How should the research be conducted? Data: Who is the target, and how should the information be gathered? Analyze: Which statistical methods should be used to identify evidence? Conclusions: Summarize the research findings. Objectives of the Course The overarching goal of this course is to develop students' ability to use data to solve real-world problems. After completing this course, students should be able to: Use PPDAC to undertake a research project that solves a problem using numerical evidence. Use SPSS as a statistical tool to analyze data using scientific methods. Propose sound solution plans to address the identified problem. Course Contents</p>			
<p>2. Course Content</p> <p>1. Introduction: What is business research? 2. <Problem>: Identify the research topic you would like to explore. 3. <Plan>: Design a blueprint to carry out the research. 4. Develop a "Research Plan." 5. What is statistics? How do we use these tools? 6. <Data>: Methods to collect data scientifically. 7. Interim presentation for the team project. 8. How to use SPSS (introduction). 9. How to use SPSS (basic statistics). 10. How to use SPSS (t-test, ANOVA). 11. How to use SPSS (Correlation, Regression). 12. Qualitative Analysis: Text Mining to analyze qualitative data (e.g., interviews). 13. <Conclusion>: Summarize the results and prepare for presentation. 14. Final Team Presentation. Team Project A self-managed team will conduct a field survey on a research topic chosen based on the members' interests. Through this action learning approach, students will experience a research project from start to finish.</p>			
<p>3. Registration Requirements</p> <p>The language of instruction and class discussion is English.</p>			
<p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. Assignments should be submitted via the designated sections on Oh-o! Meiji.</p>			
<p>5. Textbook (s)</p> <p>There is no required textbook. Lecture materials will be uploaded to Oh-o! Meiji or distributed in class.</p>			
<p>6. Reference Book (s)</p>			
<p>7. How to provide Feedback to assignments</p> <p>Activities and exercises will be reviewed and returned either in class or via Oh-o! Meiji.</p>			
<p>8. Assessment</p> <p>Active participation in class discussions and activities: 50% Interim Team Presentation (team): 20% Final Team Presentation (team): 30%</p>			
<p>9. Others</p>			

科目ナンバー：(BA)MAN291E			
Core Subjects Seminar D			NAGAI HIROHISA
Credits: 2	Year: 1	Fall Semester	Surugadai
<p>1. Course Outline and Objectives</p> <p>Business case study is a learning method for managers to make strategic decisions in relation with business operations developed at Harvard Business School. It requires multiple skills such as, finding the key issues, analyzing the causes, developing solution plans, and decide the best choice to the situation through interactive discussion. This course applies essentials of case method to undergraduate business major students to develop advanced business knowledge as well as decision making skills. Short cases (3-5 pages long) related to the global business will be studied in the following three steps: 1. Individual Preparation (read and analyze the case BEFORE class starts), 2. Small Group Discussion (In-Class) 3. Class Discussion (In-Class).</p>			
<p>2. Course Content</p> <p>1 : Introduction: What is case method and how to learn with cases? 2 - 3 : Experience case method with mini cases. 4 - 6 : Harvard Business Review Short Cases (3 - 4 pages) 7 : Role Playing (Case Analysis) 8 : Feedback on Midterm 9 -11: Harvard Business Review Short Cases (3 - 4 pages) Session 12: Team Presentation (Global Business and Sustainability) Session 13: Serious Lego Play Session 14: Feedback session</p>			
<p>3. Registration Requirements</p> <p>It is mandatory to use oral and written English the whole class through.</p>			
<p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p>			
<p>5. Textbook (s)</p> <p>There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.</p>			
<p>6. Reference Book (s)</p>			
<p>7. How to provide Feedback to assignments</p> <p>Feedbacks of the other activities and exercises will be either handed out or returned by Oh-o! Meiji.</p>			
<p>8. Assessment</p> <p>Active participation in class discussions and activities: 60% Role Playing: 20% Team presentation: 20%</p>			
<p>9. Others</p> <p>Individual preparation for classes by reading and analyzing the cases essential. Outside of class team activities to prepare for a team presentation is required.</p>			

科目ナンバー：(BA)MAN321E			
Innovation Strategy in Japan A			KONDO HIKARU
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <Course Summary> In this course, students will learn about the historical development of management and economic development in Japan from the Edo period to the present. The class will cover many aspects, including the environment surrounding each company, entrepreneurs, personnel, and connections with the government and business organizations. The focus of the analysis will be on entrepreneurship and innovation. This course aims to deepen students' understanding of Japanese companies by studying the chronological development of Japanese management centered on the innovative activities of entrepreneurs. By examining the activities of corporations and entrepreneurs in detail, students will acquire the ability to think based on basic knowledge of business administration and the thinking skills required of business people. <Objectives> The objectives of this class are as follows 1. To understand the history of the development of Japanese companies. 2. To understand and be able to explain the innovative activities of entrepreneurs. 3. To be able to consider issues faced by modern Japanese companies.			
2. Course Content Part 1: Introduction Part 2: Entrepreneurs in the Edo Period Part 3: Management Innovation by Mitsui Takatoshi and Nakai Genzaemon Part 4: Entrepreneurs from the end of the Edo period to the Russo-Japanese War Part 5: Innovative Actions by Professional Managers and Investors Part 6: Overview from World War I to the 1980s Part 7: Creation of New Industries by Ichizo Kobayashi Part 8: Management innovation by Yasuzaemon Matsunaga Part 9: Sazo Idemitsu and Yataro Nishiyama Part 10: Kiichiro Toyoda and Soichiro Honda Part 11: Innovation in the Home Appliance Industry Part 12: Entrepreneurial activities after the War Part 13: Convenience Store Innovation by Toshifumi Suzuki Part 14: Representative Entrepreneurs of Today and Future Japanese Companies *The content of the study may be changed according to the student's level of understanding and other factors.			
3. Registration Requirements Entry time limit 15 minutes after opening lecture. Each class will have assignments related to the course content.			
4. Course Preparations Students must download the study material from "Class Web" on "Oh-o! Meiji" and check the contents before the lecture. Review the handouts for each session to deepen your understanding and organize what you have learned.			
5. Textbook (s) Handout data is delivered from "Oh-o! Meiji" website.			
6. Reference Book (s) Kikkawa, T. (2019) Inobeshon no Rekishi [History of Innovation] Tokyo: Yuhikaku.			
7. How to provide Feedback to assignments Feedback will be provided at the next class.			
8. Assessment The evaluation will be based on the assignments conducted each time (50%) and the confirmation test conducted at the end of the term (50%).			
9. Others All the lessons are in English. Students are required to bring Note-PC, smartphone, or tablet with telecommunication capability. This class will use "Oh-o! Meiji" for attendance registration.			

科目ナンバー：(BA)MAN321E			
Innovation Strategy in Japan B			KONDO HIKARU
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <Course Summary> In Innovation Strategy in Japan A, we studied the innovation activities of entrepreneurs historically from the past to the present. In Innovation Strategy in Japan B, we will focus on contemporary Japanese companies and learn about innovation mechanisms using corporate innovation and product/service development cases. Although the innovation activities of Japanese companies have stagnated in recent years, some Japanese companies are leading innovative activities in various industries. In this class, students will understand the basic concepts of innovation and acquire practical thinking through case studies of such Japanese companies. <Objectives> The objectives of this class are as follows 1. To understand innovation activities by Japanese companies in recent years. 2. To understand the theory of innovation and to be able to explain it in one's own words. 3. To understand the challenges faced by modern Japanese companies and to be able to consider solutions to these challenges.			
2. Course Content Part 1: Introduction / Theory of Innovation Part 2: Innovation in the Electronics Industry 1: Organizational Change Part 3: Innovation in the Electronics Industry 2: Organizational Change Part 4: Innovation in the Beauty Industry 1: New Market Development Part 5: Innovation in the Beauty Industry 2: New Market Development Part 6: Innovation in the Construction Equipment Industry 1: Global Strategy Part 7: Innovation in the Construction Equipment Industry 2: Global Strategy Part 8: Innovation in the Retail Industry 1: Creating an E-Commerce Business Part 9: Innovation in the Retail Industry 2: Globalization and Culture Part 10: Innovation in the Creative Industry 1: The Case of the Animation Business Part 11: Innovation in the Creative Industry 2: The Case of the Animation Business Part 12: Innovation in the Creative Industry 3: The Case of the Video Game Business Part 13: Innovation in the Creative Industry 4: The Case of the Video Game Business Part 14: Summary (Innovation Activities of Japanese Firms) *The content of the study may be changed according to the student's level of understanding and other factors.			
3. Registration Requirements Entry time limit 15 minutes after opening lecture. Each class will have assignments related to the course content.			
4. Course Preparations Students must download the study material from "Class Web" on "Oh-o! Meiji" and check the contents before the lecture. Review the handouts for each session to deepen your understanding and organize what you have learned.			
5. Textbook (s) Handout data is delivered from "Oh-o! Meiji" website.			
6. Reference Book (s) References will be introduced in each class according to the content.			
7. How to provide Feedback to assignments Feedback will be provided at the next class.			
8. Assessment The evaluation will be based on the assignments conducted each time (50%) and the confirmation test conducted at the end of the term (50%).			
9. Others All the lessons are in English. Students are required to bring Note-PC, smartphone, or tablet with telecommunication capability. This class will use "Oh-o! Meiji" for attendance registration.			

科目ナンバー：(BA)CMM311E			
Strategic Marketing A			MATSUURA YOSHITAKA
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <Course Outline> The heart of every successful business lies in marketing. Most aspects of any business depends on successful marketing. Welcome to Strategic Marketing A! This interactive class is taught by a marketing executive who is engaged in real business, and aim to give you a good understanding of basic marketing concepts in English. 本授業では、戦略マーケティングに関する講義・ディスカッションを英語で行います。日本にいながら、欧米の授業スタイルを取り入れ、多くの留学生とともに海外留学の疑似体験をしながら、マーケティングについて学ぶことができます。講師は、20年以上広告会社でマーケティング職として勤務している実務者です。 <Objectives> The goal for students is to acquire basic and practical knowledge of strategic marketing, including trends and issues related to marketing. Students can also improve English presentation skills through individual presentations and group discussions. 本授業の目的は、基本的かつ実践的な戦略マーケティングの知識や最新の潮流を学ぶことです。 学生は、個人プレゼンやグループディスカッションを通じて、英語のプレゼンスキルなどを向上させることができます。			
2. Course Content Each class would be designed to have two major sections: lecture (a) and group discussion (b). First half of the class provide the basic knowledge of marketing. Based on the knowledge, students will discuss and share certain topics in the second half of the class. We would have 2 - 3 guest lectures to broaden your view towards marketing. Week 1 Course Introduction Week 2 Definition of Marketing (a) Group Discussion (b) Week 3 Developing Marketing Strategies and Plans (a) Group Discussion (b) Week 4 Gathering Information and Scanning the Environment (a) Group Discussion (b) Week 5 Conducting Marketing Research (a) Group Discussion (b) Week 6 Individual Presentation: Town Watching (a) Group Discussion (b) Week 7 Individual Presentation: Town Watching (a) Group Discussion (b) Week 8 Analyzing Consumer Markets (a) Group Discussion (b) Week 9 Identifying Market Segments and Targets (a) Group Discussion (b) Week 10 Creating powerful ideas (a) Group Discussion (b) Week 11 Digital Marketing (a) Group Discussion (b) Week 12 Dealing with Competition (a) Group Discussion (b) Week 13 Case Study: Students Presentation Week 14 Case Study: Students Presentation			
3. Registration Requirements Course preparations: This course will be interactive, so active participation is required.			
4. Course Preparations 本科目の履修に必要な英語力の目安はTOEIC 700点程度であるが、たとえ未達であっても積極的に英語に取り組みたい学生の履修は歓迎する。 The TOEIC level necessary for registering for this course is around 700, but even if you are not above 700, I welcome students who strongly want to improve their English skills.			
5. Textbook (s) None. Handouts are given every time.			
6. Reference Book (s) Kotler, P. and Keller, K.L. () Marketing Management, Pearson International Edition 「マーケティング英語の教科書」, 松浦良高, 宣伝会議 (For Japanese, non-native English speakers)			
7. How to provide Feedback to assignments			
8. Assessment 30% group discussion, 30% case study presentation, 40% individual report			
9. Others			

科目ナンバー：(BA)CMM311E			
Strategic Marketing B			MATSUURA YOSHITAKA
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <Course Outline> The heart of every successful business lies in marketing. Most aspects of any business depends on successful marketing. Welcome to Strategic Marketing B! This interactive class is taught by a marketing executive who is engaged in real business, and aim to give you a good understanding of basic marketing concepts in English. 本授業では、戦略マーケティングに関する講義・ディスカッションを英語で行います。日本にいながら、欧米の授業スタイルを取り入れ、多くの留学生とともに海外留学の疑似体験をしながら、マーケティングについて学ぶことができます。講師は、20年以上広告会社でマーケティング職として勤務している実務者です。 <Objectives> The goal for students is to acquire basic and practical knowledge of marketing, including trends and issues related to marketing communications, promotion, PR, advertising, digital, etc. Students can also improve English presentation skills through individual presentations and group discussions. 本授業の目的は、基本的かつ実践的な戦略マーケティングの知識や最新の潮流を学ぶことです。 学生は、個人プレゼンやグループディスカッションを通じて、英語のプレゼンスキルなどを向上させることができます。			
2. Course Content Each class would be designed to have two major sections: lecture (a) and group discussion (b). First half of the class provide the basic knowledge of marketing. Based on the knowledge, students will discuss and share certain topics in the second half of the class. We would have 1 - 2 guest lecture to broaden your view towards marketing. Week 1 Course Introduction Week 2 Understanding about Marketing Communications (a) Group Discussion (b) Week 3 Identifying consumer insights (a) Group Discussion (b) Week 4 Individual Presentation (a) Group Discussion (b) Week 5 Creating a communication brief (a) Group Discussion (b) Week 6 Communication brief casestudy (a) Group Discussion (b) Week 7 Designing and Managing Integrated Marketing Communications (a) Group Discussion (b) Week 8 Managing Mass Media (a) Group Discussion (b) Week 9 Individual Presentation (a) Group Discussion (b) Week 10 Individual Presentation (a) Group Discussion (b) Week 11 Tapping into Global Markets (a) Group Discussion (b) Week 12 Marketing Contributing to Society (a) Group Discussion (b) Week 13 Case Study: Students Presentation Week 14 Case Study: Students Presentation			
3. Registration Requirements Course preparations: This course will be interactive, so active participation is required.			
4. Course Preparations 本科目の履修に必要な英語力の目安はTOEIC 700点程度であるが、たとえ未達であっても積極的に英語に取り組みたい学生の履修は歓迎する。 The TOEIC level necessary for registering for this course is around 700, but even if you are not above 700, I welcome students who strongly want to improve their English skills.			
5. Textbook (s) None. Handouts are given every time.			
6. Reference Book (s) Kotler, P. and Keller, K.L. () Marketing Management, Pearson International Edition 「マーケティング英語の教科書」, 松浦良高, 宣伝会議 (For Japanese, non-native English speakers)			
7. How to provide Feedback to assignments			
8. Assessment 30% group discussion, 30% case study presentation, 40% individual report			
9. Others			

科目ナンバー：(BA)MAN361E			
International Management A 【Joint course by the depts. of Business Administration and Accounting】			SUMI ATSUSHI
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives Course Outline and Objectives: Globalization has become a buzzword in the world today even during the times of it passing through a pandemic the end of which is believed to be in sight. From a broader perspective, this globalization can be seen as a vital and critical force that shapes managing multinational enterprises (MNEs) operating in various host countries. MNEs are known to be taking unique approaches to manage their business and operations whilst taking well into consideration historical, social, cultural, environmental, legal, political, and geopolitical factors in their host countries. This course is designed in such a way to provide students with a platform to be knowledgeable of basics of international management with special reference to national differences and the broader environment of international business. At the end of the course, students will be able to: (a) know the uniqueness of managing MNEs when it is compared with the case of home-grown companies operating in a single country). (b) understand basic concepts, principles, and theories of managing business in international context. (c) apply these concepts, principles, theories to analyze various routine and non-routine issues as managing international business. Learning and teaching methods of this course include largely lectures and interactive discussions. Students from other schools as well as foreign exchange students are also cordially welcome to take this course. The course facilitator envisages employing face-to-face (in-person) interactions as the primary instruction type for delivering this course. Nevertheless, there is a high possibility of Zoom Video conferencing technology in the case of holding the Guest Speaking Session by a practicing manager from the industry.			
2. Course Content Course Content 1 st Week Multinational Enterprises (MNEs), international management (IM), and international managers 2 nd Week Globalization: Lens for understanding the rationale and significance of IM 3 rd Week Environmental Context of MNEs 1 4 th Week Environmental Context of MNEs 2 5 th Week Culture, differences in culture, and managing across cultures 1 6 th Week Culture, differences in culture, and managing across cultures 2 7 th Week Ethics, corporate social responsibility, and sustainability (with environmental, social, and governance [ESG] framework) 1 8 th Week Ethics, corporate social responsibility, and sustainability (with environmental, social, and governance [ESG] framework) 2 9 th Week Foreign Direct Investment (FDI) 1 10th Week Foreign Direct Investment (FDI) 2 11th Week Guest Speaking Session TBA 12th Week Regional Economic Integration 1 13th Week Regional Economic Integration 2 14th Week Reflections and course wrap up			
3. Registration Requirements Registration Requirements There is no pre-requisite course(s) for International Management A. The course will be delivered in English. It offers students opportunities for improving continuously and confidently their communication skills (speaking, reading, listening, and writing) in English. The test of English for International Communication (TOEIC) level necessary for registering for this course is around 730 points.			
4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. Active participation and engagement in classroom meetings are vital for students to derive maximum benefits from taking this course. Students are also motivated to read at leisure the relevant chapter(s) of the course textbook prior to attending classroom meetings. More details of these chapters will be communicated as delivering of this course progresses through.			
5. Textbook (s) Textbook (s) Hill.C. W. L. (2021). International business: Competing in the global marketplace (13th ed.) . McGraw-Hill Education. Students can access online this textbook on ProQuest Ebook Central platform of the library of Meiji University. For doing so, they are required to use their Meiji University ID number and Password.			
6. Reference Book (s) American Psychological Association (2020) Publication manual of the American psychological association (7th edition). https://psycnet.apa.org/doi/10.1037/0000165-000 Luthans, F., and Doh, J. P. (2018) International management: Culture, strategy, and behavior (10th ed.). McGraw-Hill Education. Students are also encouraged to associate themselves with the following business magazines as they disseminate the latest information and knowledge of, among others, developments in global business and management: Fortune, Forbes, The Economist, The Wall Street Journal, The Japan Times.			
7. How to provide Feedback to assignments How to provide Feedback to assignments Regarding the quizzes, in general, students will be provided with post quiz constructive feedback session during the classroom meetings. This is an addition to viewing correct answers by themselves after the submission period for each quiz. Furthermore, students are welcome to contact the course facilitator by utilizing either "Discussions" platform on the Class Web or regular email for raising their concerns of assignments.			
8. Assessment Assessment Course assessment comprises three components: (1) 10 Quizzes 40% (2) CASE STUDY REPORT ASSIGNMENT 50% (ONE PAGE ANSWER The word limit will be 400-500 words that excludes the list of references). *CASE STUDY QUESTION:TBA (3) Participation and engagement in class discussions 10% No final written examination at the end of the semester.			
9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2025classes.sumi@gmail.com.			

科目ナンバー：(BA)MAN361E			
International Management B 【Joint course by the depts. of Business Administration and Accounting】			SUMI ATSUSHI
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives Course Outline and Objectives: Globalization has become a buzzword in the world today even during the times of it passing through a pandemic the end of which is believed to be in sight. From a broader perspective, this globalization can be seen as a vital and critical force that shapes managing multinational enterprises (MNEs) operating in various host countries. MNEs are known to be taking unique approaches to manage their business and operations whilst taking well into consideration historical, social, cultural, environmental, legal, political, and geopolitical factors in their host countries. The major foci of this course are on the nature and scope of international management, the strategy and structure of international business, and functional areas of international management such as global production (operations) and supply chain management, global marketing, and global human resource management. At the end of the course, students will be able to: (a) explain why MNEs need to be unique and sensitive in managing their business across borders by paying special attention to their adaptation needs on the "global" and "local" levels. (b) apply these concepts, principles, theories to analyze various routine and non-routine issues as managing international business. (c) identify some key considerations of planning to pursue a managerial career in MNEs or entrepreneurial career I international context. Learning and teaching methods of this course include largely lectures and interactive discussions. Students from other schools as well as foreign exchange students are also cordially welcome to take this course. The course facilitator envisages employing face-to-face (in-person) interactions as the primary instruction type for delivering this course. Nevertheless, there is a high possibility of Zoom Video conferencing technology in the case of holding the Guest Speaking Session by a practicing manager from the industry.			
2. Course Content Course Content: 1 st Week Multinational Enterprises (MNEs), international management (IM), and international managers 2 nd Week Globalization: Lens for understanding the rationale and significance of IM 3 rd Week The strategy of international business 1 4 th Week The strategy of international business 2 5 th Week The organization of International business 1 6 th Week The organization of international business 2 7 th Week Global Production and supply chain management 1 8 th Week Global production and supply chain management 2 9 th Week Global Marketing and business analytics 1 10th Week Global Marketing and business analytics 2 11th Week Guest Speaking Session TBA 12th Week Global Human Resource Management 1 13th Week Global Human Resource Management 2 14th Week Reflections and course wrap up			
3. Registration Requirements Registration Requirements There is no pre-requisite course(s) for International Management B. Nevertheless, students are advised to be knowledgeable of what is covered in International Management A as its scope entails fundamentals of the subject. The course will be delivered in English. It offers students opportunities for improving continuously and confidently their communication skills (speaking, reading, listening, and writing) in English. The test of English for International Communication (TOEIC) level necessary for registering for this course is around 730 points.			
4. Course Preparations Course Preparations (IMPORTANT) 1. Students are required to answer 10 quizzes in Oh-o! Meiji's class web in between classes. 2. Active participation and engagement in classroom meetings are vital for students to derive maximum benefits from taking this course. Students are also motivated to read at leisure the relevant chapter(s) of the course textbook prior to attending classroom meetings. More details of these chapters will be communicated as delivering of this course progresses through.			
5. Textbook (s) Textbook (s) Hill.C. W. L. (2021). International business: Competing in the global marketplace (13th ed.) . McGraw-Hill Education. Students can access online this textbook on ProQuest Ebook Central platform of the library of Meiji University. For doing so, they are required to use their Meiji University ID number and Password.			
6. Reference Book (s) American Psychological Association (2020) Publication manual of the American psychological association (7th edition). https://psycnet.apa.org/doi/10.1037/0000165-000 Luthans, F., and Doh, J. P. (2018) International management: Culture, strategy, and behavior (10th ed.). McGraw-Hill Education. Students are also encouraged to associate themselves with the following business magazines as they disseminate the latest information and knowledge of, among others, developments in global business and management: Fortune, Forbes, The Economist, The Wall Street Journal, The Japan Times.			
7. How to provide Feedback to assignments How to provide Feedback to assignments Regarding the quizzes, in general, students will be provided with post quiz constructive feedback session during the classroom meetings. This is an addition to viewing correct answers by themselves after the submission period for each quiz. Furthermore, students are welcome to contact the course facilitator by utilizing either "Discussions" platform on the Class Web or regular email for raising their concerns of assignments.			
8. Assessment Assessment Course assessment comprises three components: (1) 10 Quizzes 40% (2) CASE STUDY REPORT ASSIGNMENT 50% (ONE PAGE ANSWER The word limit will be 400-500 words that excludes the list of references). *CASE STUDY QUESTION:TBA (3) Participation and engagement in class discussions 10% No final written examination at the end of the semester.			
9. Others You are always inspired to share openly ideas and insights during classroom meetings as well as ask freely any number of questions for understanding better the contents covered in this course. The course facilitator is reachable at 2025classes.sumi@gmail.com.			

科目ナンバー：(BA)MAN321E			
Transcultural Management A			NAGAI HIROHISA
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives Course Description This course is designed to provide an understanding of the basic theories of "Transcultural Management" and their practical applications in business activities that transcend cultural boundaries. Students will practice making managerial decisions related to global business issues. The course includes individual presentations that introduce the business customs of one's own culture, analyzed using these theories, as well as team presentations to examine critical incidents in global context. Active learning methods, such as interactive discussions, in-class activities, simulations, and group presentations, are central to this course and aim to cultivate practical management skills. Objectives of the Course 1. Learn how to apply basic Transcultural Management theories in practice. 2. Develop skills in interactive discussion, oral presentation, and team collaboration. 3. Acquire managerial decision-making competency in addressing global business challenges.			
2. Course Content 1. Introduction: What is Transcultural Management? 2. What Is Culture? Where Does It Come From? 3. Cultural Context (Hall) 4. The Culture Map (Meyer) 5. Hofstede's Cultural Dimensions Model (Hofstede) 6. Individual Presentation A 7. Individual Presentation B 8. Team Formation and Feedback 9. The Role of a Global Manager 10. The Global Manager as a Decision Maker 11. The Global Manager as a Negotiator 12. The Global Manager as a Leader 13. Team Presentation: Cross-Cultural Problem-Solving Simulation 14. Conclusion: Career Opportunities as a Global Manager			
3. Registration Requirements English Language Requirement This course employs active learning in English. Therefore, students must possess the ability to engage in impromptu discussions, speeches, and presentations in English without relying on tools such as smartphones. Proficiency in active English communication skills is essential. Students are selected based on language proficiency tests (TOEFL iBT, IELTS, TOEIC).			
4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
5. Textbook (s) There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
6. Reference Book (s)			
7. How to provide Feedback to assignments First half of the academic progress will be reviewed at the feedback session. Feedbacks of the other activities and exercises will be either handed out or returned through Oh-o! Meiji.			
8. Assessment Active participation in class discussions and activities: 60% Team presentation: 20% Individual presentation: 20%			
9. Others In keeping with the nature of active learning and the qualities required of future global leaders, a minimum attendance of 70% (10 out of 14 sessions) is required to receive credit for this course. Tardiness without a valid original certificate (photocopies or photos taken with a phone will not be accepted) will result in grade deductions.			

科目ナンバー：(BA)MAN321E			
Transcultural Management B			NAGAI HIROHISA
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives Course Description This course aims to study comprehensive savvy and practical skills in transcultural management for next generation of the global leaders. It focuses on the current issues as well as the future challenges from global manager's perspectives. Based on the basic theories and knowledge studied in Transcultural Management (A), this course is intended to develop the student's advanced transcultural management skills through activities and exercises. A team interview project will be conducted to study the mindset and competencies are required for the global leaders. Class will be divided into teams to conduct an interview to real international businessperson who has working experience in abroad (the target person has to be arranged by the team.) Project will be conducted based on the following 3 steps. a. Interview and find out the cross-cultural issue(s) was experienced by the interviewee. b. Analyze the causes of the main issue based on the theory studied in the lecture. c. Propose the solution plans to the issue as a team. Objectives of the Course 1. Understand practical managerial skills required for future global managers. 2. Learn how to conduct interview survey. 3. Experience a process of team building through the team project.			
2. Course Content 1. Introduction: Abilities Required for Global Managers 2. Global Mindset: Understand the differences and complexities among various cultures. 3. Global Competency: Ability to achieve goals effectively. 4. Single-loop learning vs. Double-loop learning for solving cross-cultural issues. 5. Global Leadership 6. Interview Method: How to conduct a successful interview survey 7. Active Listening: Key techniques to receive complete message from speaker. 8. Feedback session to review the progress 9. Interim Presentation for Team Project. 10. Building Trust and Rapport with International Coworkers 11. Managing Group Dynamics of Transcultural Team 12. Coaching to Grow People in Your Team 13. Final Presentation for Team Project 14. Discussion and Conclusion			
3. Registration Requirements English Language Requirement This course employs active learning in English. Therefore, students must possess the ability to engage in impromptu discussions, speeches, and presentations in English without relying on tools such as smartphones. Proficiency in active English communication skills is essential. Students are selected based on language proficiency tests (TOEFL iBT, IELTS, TOEIC).			
4. Course Preparations Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.			
5. Textbook (s) There is no textbook. Lecture materials will be uploaded on Oh-o! Meiji or handed out in class.			
6. Reference Book (s)			
7. How to provide Feedback to assignments First half of the academic progress will be reviewed at the feedback session. Feedbacks of the other activities and exercises will be either handed out or returned through Oh-o! Meiji.			
8. Assessment Active Participation in Class Discussion: 60% Interim Presentation: 10% Final Presentation and discussion :30%			
9. Others In keeping with the nature of active learning and the qualities required of future global leaders, a minimum attendance of 70% (10 out of 14 sessions) is required to receive credit for this course. Tardiness without a valid original certificate (photocopies or photos taken with a phone will not be accepted) will result in grade deductions.			

科目ナンバー：(BA)MAN991E			
Special Lectures on Business Management C		NAGAI HIROHISA	
Credits: 2	Year: 3	Spring Semester	Surugadai
<p>1. Course Outline and Objectives</p> <p>THEME: Organizational Behavior to Manage People Organizational Behavior (OB) is a field of study that investigates the dynamics of interactions among individuals, groups, and structures within an organization. The purpose of this course is to acquire essential knowledge in OB to benefit both individuals (e.g., job satisfaction, performance) and organizations (e.g., efficiency, productivity), and to prepare students to become future global leaders. Various active learning methods—such as self-assessment, group simulations, and media analyses—will be used to facilitate action-based learning.</p> <p>Team Project Students will conduct two (2) team project presentations that applies the theories learned in class to real-world situations. Students will form teams, identify an organizational behavior issue in their surroundings, perform a theoretical analysis, and propose solutions.</p> <p>Objectives of the course Acquire essential theories in organizational behavior. Develop practical knowledge and skills for future managerial roles. Enhance interpersonal and communication skills within organizational settings.</p>			
<p>2. Course Content</p> <ol style="list-style-type: none"> 1. Introduction: What is Organizational Behavior? 2. Basic Human Behavior 3. Personality and Values (MBTI Type Indicator) 4. Attitude and Job Satisfaction 5. Emotional Intelligence 6. Individual Decision Making 7. Motivation 8. Team Presentation 1 9. Group Behavior (Simulation) 10. Work Teams 11. Communication 12. Leadership 13. Power and Politics (Wage Negotiation Game) 14. Team Presentation 2 			
<p>3. Registration Requirements</p> <p>Participants are required to use both oral and written English throughout the class. A TOEFL iBT score of 70 or above level is required to complete this course. Students are selected based on language proficiency tests (TOEFL iBT, IELTS, TOEIC).</p>			
<p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. All assignments should be submitted through the designated sections on Oh-o! Meiji.</p>			
<p>5. Textbook (s)</p> <p>There is no textbook for this course. Lecture materials will be uploaded to Oh-o! Meiji or distributed in class.</p>			
<p>6. Reference Book (s)</p>			
<p>7. How to provide Feedback to assignments</p> <p>Feedback on other activities and exercises will be provided either in class or via Oh-o! Meiji.</p>			
<p>8. Assessment</p> <p>Active participation in class activities: 60% Team Presentation 20% x 2 times: 40%</p>			
<p>9. Others</p> <p>In keeping with the nature of active learning and the qualities required of future global leaders, a minimum attendance of 70% (10 out of 14 sessions) is required to receive credit for this course. Tardiness without a valid original certificate (photocopies or photos taken with a phone will not be accepted) will result in grade deductions.</p>			

科目ナンバー：(BA)MAN991E			
Special Lectures on Business Management D		NAGAI HIROHISA	
Credits: 2	Year: 3	Fall Semester	Surugadai
<p>1. Course Outline and Objectives</p> <p>Course Description This course is designed provide the essential knowledge and skills necessary to manage team and people as the future professional manager. You'll experience various active training methods to become a skilled manager through hands-on activities including as follows.</p> <p>Skit project Teams will use drama, a popular method in U.S. business education, to work on real HR challenges. Your team will create scenarios, suggest solutions, film a video, and present product in class. You'll also individually develop your professional skills as future global manager.</p> <p>Elevator Pitch A great way to quickly introduce yourself in business or social situations. It helps people effectively communicate their strengths and value, capturing interest in short interactions like networking or professional opportunities.</p> <p>Impromptu Speech Improves the ability to respond to unexpected situations or topics in conversations. This skill builds flexibility and immediate communication skills, increasing confidence in different situations like work, academics, and social interactions." The goal is to boost problem-solving skills, confidence in working with diverse people, and overall employability.</p>			
<p>2. Course Content</p> <ol style="list-style-type: none"> 1. Introduction: My vision as a professional manager 2. RIASEC to plan your future career 3. Career Anchor to identify your ability, talents, motives 4. Leadership styles 5. "Wheel of Life" to plan your WLB 6. Build good working relationship 7. Interim Feedback 8. Skit Project Presentation 9. Business Communication for Managers 10. Elevator Pitch 11. Impromptu Speech 12. Introduction to Business Model You 13. Business Model You (Presentation) 14. Business Model You (Group Discussion) 			
<p>3. Registration Requirements</p> <p>English Language Requirement This course employs active learning in English. Therefore, students must possess the ability to engage in impromptu discussions, speeches, and presentations in English without relying on tools such as smartphones. Proficiency in active English communication skills is essential. Students are selected based on language proficiency tests (TOEFL iBT, IELTS, TOEIC).</p>			
<p>4. Course Preparations</p> <p>Reading and other assignments will be announced in class. Assignments should be submitted to the designated sections on Oh-o! Meiji.</p>			
<p>5. Textbook (s)</p> <p>There is no textbook for this course. Lecture materials will be uploaded to Oh-o! Meiji or distributed in class.</p>			
<p>6. Reference Book (s)</p>			
<p>7. How to provide Feedback to assignments</p> <p>First half of the academic progress will be reviewed at the feedback session. Feedbacks of the other activities and exercises will be either handed out or returned through Oh-o! Meiji.</p>			
<p>8. Assessment</p> <p>Active participation in class discussions and activities: 60% Skit Project: 20% Individual presentations: 20%</p>			
<p>9. Others</p> <p>In keeping with the nature of active learning and the qualities required of future global leaders, a minimum attendance of 70% (10 out of 14 sessions) is required to receive credit for this course. Tardiness without a valid original certificate (photocopies or photos taken with a phone will not be accepted) will result in grade deductions.</p>			

科目ナンバー：(BA)ACC331E			
Financial Accounting A			NAKASHIMA MASUMI
Credits: 2	Year: 3	Spring Semester	Surugadai
1. Course Outline and Objectives <Outline> This course provides a comprehensive knowledge of financial accounting and reporting. For each topic covered, the theory and technical details of the U.S. Generally Accepted Accounting Principles (GAAP) are presented and after that, we discuss the differences between the U.S. GAAP and the International Financial reporting (IFRS). This course also provides the knowledges for analyzing a firm's financial performance by the financial statements information. <Objectives> The objectives are to enable students to develop: to acquire an in-depth understanding of financial accounting and reporting as accounting profession, and to obtain the knowledge for evaluating a firm's performance.			
2. Course Content 1. Introduction: Financial Accounting and Accounting Standards [Media-based class (Real-time delivery type)] 2. Conceptual Framework for Financial Reporting[Face-to-face class] 3. The Accounting Information System[Face-to-face class] 4. Income Statement and Related Information[Face-to-face class] 5. Balance Sheet and Statement of Cash Flows[Face-to-face class] 6. Mid-Term Exam [Media-based class (Real-time delivery type)] 7. Database Learning [Media-based class (Real-time delivery type)] 8. Cash and Receivables[Face-to-face class] 9. Valuation of Inventories: A Cost-Basis Approach[Face-to-face class] 10. Inventories: Additional Valuation Issues[Face-to-face class] 11. Acquisition and Disposition of Property, Plant, and Equipment [Face-to-face class] 12. Depreciation, Impairments, and Depletion[Face-to-face class] 13. Review [Media-based class (Real-time delivery type)] 14. Final Exam [Media-based class (Real-time delivery type)]			
3. Registration Requirements ※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (at least TOEIC 550) cannot take this course.			
4. Course Preparations Please read the chapter before each class.			
5. Textbook (s) Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield. Intermediate Accounting, 18th Edition, ISBN: 978-1-119-77889-9, eBook is available through library website(Maruzen eBook Library), 2022.			
6. Reference Book (s)			
7. How to provide Feedback to assignments Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.			
8. Assessment Class Contribution 15% Assignments 15% Mid-term Exam 30% Final Exam 40%			
9. Others			

科目ナンバー：(BA)ACC331E			
Financial Accounting B			NAKASHIMA MASUMI
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <Outline> This course extends a comprehensive knowledge of financial accounting to intermediate topics. For each topic covered, the differences in the theory and concepts of the U.S.GAAP and IFRS should be discussed. This course also provides the theory of accounting fraud and the basic knowledge of forensic accounting. This course also provides a comprehensive framework for business analysis and valuation by using financial statement information. Students can learn not only the concepts and principles for evaluating a firm's financial performance and predicting its future economic condition but also tools for the financial statements analysis. Topics are covered: Strategy Analysis, Accounting Analysis, Financial Analysis, and Prospective Analysis. <Objectives> The objectives are to enable students to develop: to acquire intermediate level of knowledges in financial accounting and reporting, to obtain the skills for interpreting financial information, and to understand the basic principles of fundamental analysis and to obtain skills and techniques to analyze the financial statements and determine the fundamental value.			
2. Course Content 1. Intangible Assets [Media-based class (Real-time delivery type)] 2. Current Liabilities and Contingencies[Face-to-face class] 3. Long-Term Liabilities[Face-to-face class] 4. Stockholders' Equity[Face-to-face class] 5. Data Learning[Media-based class (Real-time delivery type)] 6. Revenue Recognition[Face-to-face class] 7. Mid-Term Exam[Media-based class (Real-time delivery type)] 8. Accounting for Income Taxes[Face-to-face class] 9. Accounting for Pensions and Postretirement Benefits[Face-to-face class] 10. Statement of Cash Flows[Face-to-face class] 11. Accounting for Leases[Face-to-face class] 12. Full Disclosure in Financial Reporting[Face-to-face class] 13. Review[Media-based class (Real-time delivery type)] 14. Final exam[Media-based class (Real-time delivery type)]			
3. Registration Requirements ※「履修のための英語要件」の基準点を満たさない場合、本科目の履修はできません。 Students who do not meet the English requirement for this course (at least TOEIC 550) cannot take this course.			
4. Course Preparations The students should read each of the assigned chapter prior to class.			
5. Textbook (s) Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield. Intermediate Accounting, 18th Edition. ISBN: 978-1-119-77889-9 February 2022. eBook is available through library website (Maruzen eBook Library)			
6. Reference Book (s)			
7. How to provide Feedback to assignments Assignments are conducted in class as part of active learning, so feedback are given in class or via email at a later date.			
8. Assessment Class Contribution 15% Assignments 15% Midterm Exam 30% Final Exam 40%			
9. Others			

科目ナンバー：(BA)ACC346E			
Management Accounting A〔M〕			NAGANO SHIMA
Credits: 2	Year: 3	Spring Semester Intensive Classes	Other
1. Course Outline and Objectives Managerial accounting provides information to managers for use within the organization. It helps managers perform three vital activities – planning, controlling and decision making. Planning involves establishing goals and specifying how to achieve them. Controlling involves gathering feedback to ensure that the plan is being properly executed or modified as circumstances change. Decision making involves selecting a course of action from competing alternatives. Management Accounting A and B introduce the building blocks of management accounting. This includes managerial applications of technical and behavioral aspects of managerial accounting for budget planning, sensitivity analysis, performance management. Taking this course offers students an opportunity to develop their analytical skills and to learn essential management tools for the above-mentioned activities. Management Accounting A focuses on understanding the basic difference between financial and management accounting and the cost.			
2. Course Content Session 1 Course Introduction and Overview of Management Accounting A1.1 [Media-based class (On-demand type)] Session 2 Overview of Management Accounting A1.2[Media-based class (On-demand type)] Session 3 Overview of Management Accounting A1.3 [Media-based class (On-demand type)] Session 4 Overview of Management Accounting A1.4 [Media-based class (On-demand type)] Session 5 Cost Term and Concept A2.1[Media-based class (On-demand type)] Session 6 Cost Term and Concept A2.2 [Media-based class (On-demand type)] Session 7 Cost Term and Concept A2.3 [Media-based class (On-demand type)] Session 8 Cost Term and Concept A2.4 [Media-based class (On-demand type)] Session 9 Cost Behavior, cost drivers and cost estimation A3.1[Media-based class (On-demand type)] Session 10 Cost Behavior, cost drivers and cost estimation A3.2 [Media-based class (On-demand type)] Session 11 Cost Behavior, cost drivers and cost estimation A3.3 [Media-based class (On-demand type)] Session 12 Cost Behavior, cost drivers and cost estimation A3.4[Media-based class (On-demand type)] Session 13 Cost Behavior, cost drivers and cost estimation A3.5 [Media-based class (On-demand type)] Session 14 Revision [Media-based class (On-demand type)]			
3. Registration Requirements Registration Requirement: Students are required to have completed foundation level Financial Accounting courses. The pre-recorded lecture videos will become available before Friday of the relevant week.			
4. Course Preparations Pre-recorded lectures and the lecture slides are available for this course. They will become available via the course website. Students are expected to go through those materials during the relevant week. The sample solutions for the workshop questions will also become available so students are strongly encouraged to attempt those questions. In addition, students are welcome to make queries to the lecturer via email (rg00002@meiji.ac.jp).			
5. Textbook (s) NA.			
6. Reference Book (s) Journal articles, Management Accounting: Information for Creating and Managing Value (ISBN: 0070997608)			
7. How to provide Feedback to assignments By email and other online tools.			
8. Assessment Weekly assessment piece/s (50%) and exam/s (50%). Detailed information on the assessment pieces and the exam will be provided by the lecturer on the first week of the semester.			
9. Others NA			

科目ナンバー：(BA)ACC346E			
Management Accounting B〔M〕			NAGANO SHIMA
Credits: 2	Year: 3	Fall Semester Intensive Classes	Other
1. Course Outline and Objectives Managerial accounting provides information to managers for use within the organization. It helps managers perform three vital activities – planning, controlling and decision making. Planning involves establishing goals and specifying how to achieve them. Controlling involves gathering feedback to ensure that the plan is being properly executed or modified as circumstances change. Decision making involves selecting a course of action from competing alternatives. Management Accounting A and B introduce the building blocks of management accounting. This includes managerial applications of technical and behavioral aspects of managerial accounting for budget planning, sensitivity analysis, performance management. Taking this course offers students an opportunity to develop their analytical skills and to learn essential management tools for the above-mentioned activities. Management Accounting B introduces budgeting to students.			
2. Course Content Session 1 Course Introduction and Reviewing Management Accounting A Session 2 Job Order Costing and Process Costing B1.1[Media-based class (On-demand type)] Session 3 Job Order Costing and Process Costing B1.1[Media-based class (On-demand type)] Session 4 Job Order Costing and Process Costing B1.1[Media-based class (On-demand type)] Session 5 Job Order Costing and Process Costing B1.1 [Media-based class (On-demand type)] Session 6 Operating Budget B2.1[Media-based class (On-demand type)] Session 7 Operating Budget B2.2 [Media-based class (On-demand type)] Session 8 Operating Budget B2.3 [Media-based class (On-demand type)] Session 9 Operating Budget B2.4 [Media-based class (On-demand type)] Session 10 Flexible Budget and Variance Analysis B3.1 [Media-based class (On-demand type)] Session 11 Flexible Budget and Variance Analysis B3.2 [Media-based class (On-demand type)] Session 12 Flexible Budget and Variance Analysis B3.3 [Media-based class (On-demand type)] Session 13 Flexible Budget and Variance Analysis B3.4 [Media-based class (On-demand type)] Session 14 Revision [Media-based class (On-demand type)]			
3. Registration Requirements Registration Requirement: Students are required to have completed foundation courses for Financial Accounting and knowledge that has been acquired in Management Accounting A. The pre-recorded lecture videos will become available before Friday of the relevant week.			
4. Course Preparations Pre-recorded lectures and the lecture slides are available for this course. They will become available via the course website. Students are expected to go through those materials during the relevant week. The sample solutions for the workshop questions will also become available so students are strongly encouraged to attempt those questions. In addition, students are welcome to make queries to the lecturer via email (rg00002@meiji.ac.jp).			
5. Textbook (s) NA.			
6. Reference Book (s) Journal articles, Management Accounting: Information for Creating and Managing Value (ISBN: 0070997608)			
7. How to provide Feedback to assignments By email and other online tools.			
8. Assessment Weekly assessment piece/s (50%) and exam/s (50%). Detailed information on the assessment pieces and the exam will be provided by the lecturer on the first week of the semester.			
9. Others NA			

科目ナンバー：(BA)MAN271E			
Introduction to Public Management			KIKUCHI MASAO
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives <Outline> This course introduces students to the basic principles, issues and practices involved in the management of public organizations. The course is structured roughly into two modules. In the first module, the course focuses on topics related to the basics of public management and governance issues. In the second module, students are required to have group work on the comparative study of public management issues across countries, considering diversified students background. The course therefore draws heavily on student participation, toward the goal of building student capacity to prevent, diagnose, and remedy managerial challenges in complex organizational, social, economic, and political environments. <Objectives> By the end of this course, students should be able to have deep understanding of basic principles, issues, and practical knowledge involved in the management of public organizations. <Message for International Exchange Students> Your active participation in the class, and interaction with Meiji students are highly appreciated.			
2. Course Content Week 1 : Course Introduction Week 2 : Understanding Public Management and Governance Week 3 : Models of Public Administration and Management Week 4 : Models of Central Local Relations Week 5 : Public Participation and Involvement Week 6 : Financial Management in Public Sector Organizations Week 7 : Marketing and Quality Management in Public Sector Week 8 : Group Work: Team Building Week 9 : Group Work and Mentoring Week 10 : Group Work and Mentoring Week 11 : Group Work and Mentoring Week 12 : Group Work and Mentoring Week 13 : Group Work Presentation Week 14 : Group Work Presentation and Overview of the Course *Course contents and class order may change.			
3. Registration Requirements ※本科目の履修に必要な英語力の目安は、TOEIC 500程度である。 The TOEIC level necessary for registering for this course is around 500.			
4. Course Preparations Students are required to make group presentations out of the classes. Active participation both in and out of classes is highly encouraged.			
5. Textbook (s) There is no required text book.			
6. Reference Book (s) List of books and papers for references for further learning will be provided in the classes.			
7. How to provide Feedback to assignments Feedback from the instructor is given in the group working motoring sessions, and in the presentation QA session.			
8. Assessment Active Class Participation: 30%, Group Work Presentation:30%, Term Paper: 40%			
9. Others			

科目ナンバー：(BA)MAN371E			
International Development			TAKAYANAGI AKIO
Credits: 2	Year: 3	Fall Semester	Surugadai
1. Course Outline and Objectives Course Summary This course focuses on issues around international development and development cooperation with the Sustainable Development Goals (SDGs) in mind. First, we will quickly overview the history of international development theories. Then, we will examine various issues in international development with the SDGs in mind. Finally, we will look into international development cooperation by different actors, governments, NGOs/civil society organizations, and partnership between different actors. As the number of students taking this course is not expected to be large compared to the parallel course taught in Japanese, this course will emphasize in-class discussion, IN ENGLISH. Goals - To deepen understandings on SDGs. - To understand the current challenges in different international development agenda and international development cooperation - To enhance students' capacity to discuss global issues, especially those related to SDGs, in English			
2. Course Content Session 1 : Introduction Session 2 : Understanding sustainable development and SDG s Session 3 A quick overview of international development theories since the end of the WW II Session 4 : Poverty and Hunger Session 5 : Health Session 6 : Quality Education Session 7 : Gender and Development Session 8 : Climate crisis and international development Session 9 : Official Development Assistance (ODA):: Global trends Session 10: Japan's aid program Session 11: Roles of NGOs/CSOs in international development Session 12: Redefining the roles of Northern and International NGOs/ CSOs Session 13: "Partnership" between governments and CSOs in international development cooperation Session 14: The future of development cooperation			
3. Registration Requirements - Students are required to actively participate in discussions. - 日本人学生向けに英語と日本語の概念の違いなどを日本語で説明する時間を設けることもあります。			
4. Course Preparations - To read the relevant chapters of the Sustainable Development Goals Report 2025 (listed as a reference below) and other resources. - To access websites of UN agencies, OECD-DAC and other organizations working on international development			
5. Textbook (s) No textbook			
6. Reference Book (s) Sustainable Development Goals Report 2025, To be published by the UN in July 2025 Introduction to International Development, P. Haslm et al. eds. (Oxford Univ. Press, 2021 Poverty and Development in the 21st Century (Third Edition), Tim Allen and Alan Thomas eds., Oxford Univ. Press, 2021. The Short Guide to International Development, Nick Sage, Polity, 2022. Foreign Aid, Phyllis Pomerantz, Routledge, 2024. For Japanese Students: 『入門SDGs』高柳彰夫他編、法律文化社、2024年			
7. How to provide Feedback to assignments Will be announced at the first session			
8. Assessment Final Essay 80%, In-class participation: 20%			
9. Others 期末レポートは英語・日本語どちらで提出してもよい。 Students can write their final essay either in English or Japanese. We will have breakouts in various sessions. Students are required to actively participate in them.			

科目ナンバー：(BA)MAN371E			
Tourism Management A			SATO IKU
Credits:	Year: 2	Spring Semester	
1. Course Outline and Objectives Tourism is a sizable global industry and complex activity which involves various actors and stakeholders. Also, Tourism is one of the most familiar tools to understand diverse culture and social system of a country and to foster global cross-cultural communications between different countries and regions. In the first half of the course, I will provide an overview of tourism in the world and in Japan. It includes basic concepts, policies, history and key trends etc. The latter half focuses on the issues of tourism management at global, regional and local levels and discusses on "the role of tourism and dilemma caused by tourism". By the end of this course, students will have broadly understood the critical issues in tourism management today at various scales.			
2. Course Content Week 1 : Introduction Week 2 : History of tourism in the world Week 3 : History of tourism in Japan Week 4 : Understanding tourism in Japan (1) : Tourism policies and issues-1 Week 5 : Understanding tourism in Japan (2) : Tourism policies and issues-2 Week 6 : Understanding tourism in Japan (3) : Natural tourism resources Week 7 : Understanding tourism in Japan (4) : Cultural tourism resources Week 8 : Understanding tourism in Japan (5) : Mixed tourism resources Week 9 : Understanding tourism in Japan (6) : MICE Week 10 : UN Tourism and global tourism today Week 11 : The role of tourism and dilemma (1) : Environmental issues Week 12 : The role of tourism and dilemma (2) : Socio-economic issues Week 13 : The role of tourism and dilemma (3) : Cultural issues Week 14 : Course review & summary			
3. Registration Requirements As Tourism Management A & B are closely related, it is highly recommended to take both courses as possible. Basic information of the course requirements will be explained in the first class. If absent 5 times or more, you receive a FAIL grade except for documented emergencies. If absent due to documented emergencies, you must contact in advance to the class and then submit the document. If late 3 times, it will be counted as 1 absence. No required TOEFL scores but students are required to study tourism-related vocabularies and technical terms in prior or after class by themselves. Occasionally, short video clips / DVDs in Japanese will be used after explaining the outline in English.			
4. Course Preparations This course covers a wide range of topics. Students are required to read reference books individually to foster better understanding.			
5. Textbook (s) No required textbook. (Hand-outs will be uploaded as needed.)			
6. Reference Book (s) To be introduced in the classes			
7. How to provide Feedback to assignments At the beginning of the class, some students' comments will be shared to summarize the previous lecture and give feedback.			
8. Assessment Participation and Reaction papers: 50% Final test: 50% *If absent 5 times or more, you are not allowed to take the final test (you receive F grade). If late 3 times, it will be counted as 1 absence (3 lates=1 absence).			
9. Others The schedule and plan are subject to change due to class size, progress or other factors.			

科目ナンバー：(BA)MAN371E			
Tourism Management B			SATO IKU
Credits:	Year: 2	Spring Semester	
1. Course Outline and Objectives This course looks tourism management from two main perspectives: Tourism business management and Tourism destination management. By the end of this course, students will have understood the various mechanisms and actors in tourism business and destination management and how destinations can maximize benefits and minimize negative impacts by managing tourism appropriately in cooperation with tourism stakeholders. Each lecture will provide various concrete examples in Japan and in the world to deepen understanding tourism business and destination management issues.			
2. Course Content Week 1 : Introduction Week 2 : Tourism business management (1) : Travel industry in the world Week 3 : Tourism business management (2) : Travel industry in Japan Week 4 : Tourism business management (3) : Airline industry in the world Week 5 : Tourism business management (4) : Airline industry in Japan Week 6 : Tourism business management (5) : Airline industry in Japan Week 7 : Tourism business management (6) : Hotel industry in the world Week 8 : Tourism business management (7) : Hotel industry in Japan Week 9 : Tourism destination management (1) : Management to improve destination competitiveness Week 10 : Tourism destination management (2) : Cases in the world and in Japan Week 11 : Tourism destination management (3) : Management to improve destination sustainability Week 12 : Tourism destination management (4) : Cases in the world Week 13 : Tourism destination management (5) : Cases in Japan Week 14 : Course summary & review			
3. Registration Requirements As Tourism Management A & B are closely related, it is highly recommended to take both courses as possible. Basic information of the course requirements will be explained in the first class. If absent 5 times or more, you receive a FAIL grade except for documented emergencies. If absent due to documented emergencies, you must contact in advance to the class and then submit the document. If late 3 times, it will be counted as 1 absence. No required TOEFL scores but students are required to study tourism-related vocabularies and technical terms in prior or after class by themselves. Occasionally, short video clips / DVDs in Japanese will be used after explaining the outline in English.			
4. Course Preparations This course covers a wide range of topics. Students are required to read reference books individually to foster better understanding.			
5. Textbook (s) No required textbook. (Hand-outs will be uploaded as needed.)			
6. Reference Book (s) To be introduced in the classes			
7. How to provide Feedback to assignments At the beginning of the class, some students' comments will be shared to summarize the previous lecture and give feedback.			
8. Assessment Participation and Reaction papers: 50% Final test : 50% *If absent 5 times or more, you are not allowed to take the final test (you receive F grade). If late 3 times, it will be counted as 1 absence (3 lates=1 absence).			
9. Others The schedule and plan are subject to change due to class size, progress or other factors.			

Scholastic Evaluation

Judgment	Evaluation	Rating	GP
pass	S	100-90 points	4
pass	A	89-80 points	3
pass	B	79-70 points	2
pass	C	69-60 points	1
fail	F	Under 60 points	0
fail	T	Students didn't take the exam	0

Also, a Grade Point Average (GPA) system has been introduced.

Grade Points (GP) corresponding to the evaluation are multiplied by the number of subject units studied, and the total is divided by the number of total course credits. GPA is used for the school guidance and recommendations, and is a record one's scholastic results and transcript.

* This does not apply to accredited subjects (admissions, studying abroad, and subjects determined by the department).

● 45 minutes of class time is counted as 1 study hour.

* Required study hours for obtaining 1 credit

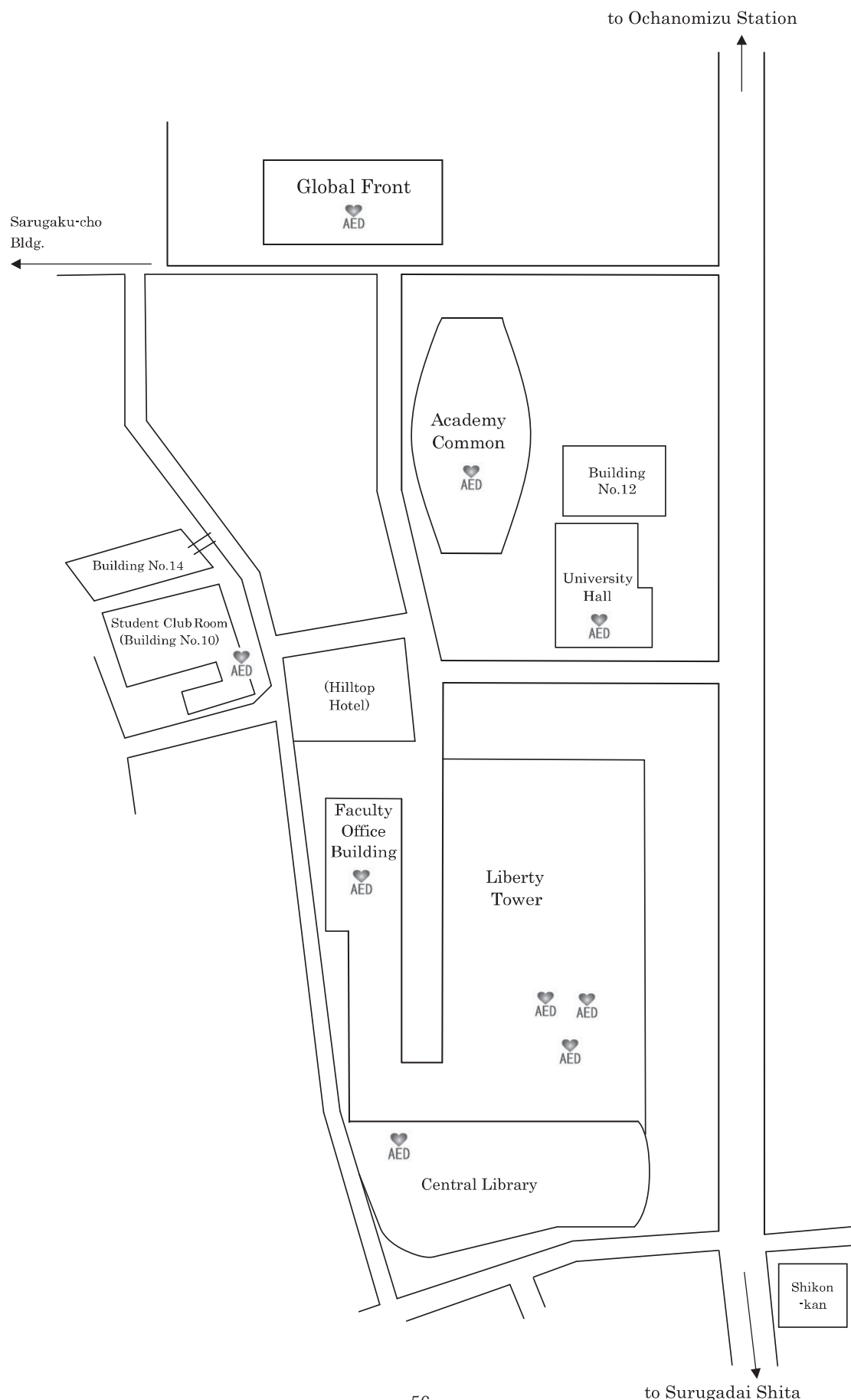
Course Classification	Teaching Hours	Self-study hours	Total Required Study hours for 1 unit
Lectures/seminars	15 hours/semester	30 hours/semester	45 hours/semester
Laboratory work, field studies, practical skills, foreign languages, PE	30 hours/semester	15 hours/semester	45 hours/semester

Guidelines for Taking Final Exams

1. Students should sit in alternate seats, leaving one seat vacant between you and your neighbor(s). In examination rooms where seating is prearranged, follow the instructions and sit in your designated seat.
2. Place your student ID, with the photo side up, on the desk within easy view of the proctor.
3. If you do not have your student ID with you, report to the faculty office to obtain a one-day permit for taking exams.
4. Unless otherwise specified by your instructor, teaching/studying materials, such as textbooks, reference books, notebooks, etc. are not permitted.
5. You must keep all personal belongings in your bag except for those permitted for the test such as writing tools, your student ID, watch/clock. Drinks are not permitted and must be stored in your bag. You must place your bag on a seat next to yours or at your feet. You will be held liable for cheating if (a) prohibited item(s) is/(are) found outside your bag.
6. Writing tools must be taken out of your pen case, which must be stored in your bag during the examination.
7. You must not use any type of electronic device such as cell phones, or electronic dictionaries. However, electronic calculators are permitted in certain examinations as indicated by the instructor.
8. You must not wear a hat, a cap or any other head covering during the examination, unless prior permission is obtained for a special reason.
9. You will not be allowed to enter the examination room if you are more than twenty minutes late for the exam. You can finish your test taking and leave the examination room after 20 minutes from the beginning of the examination, but not during the last 10 minutes of the examination.
10. You must enter your faculty name, department name, year, class number and student number on the answer sheet. Answer sheets without these entries will be treated invalid. Make sure you know your year, class number and student number by checking your commutation certificate (*Tsugaku Shomeisho*) card.
11. You must refrain from talking with any students in the examination room. Also, you must not cheat.
12. Please note that those who caught cheating in an examination will be punished with disciplinary measures, such as suspension or removal from the university in accordance with the university regulations.
13. Once you have completed the exam, you must submit your answer sheet in person.
14. You must follow the instructions of the proctor in the examination room at all times.

Campus Map and Classroom Information

1. Surugadai Campus

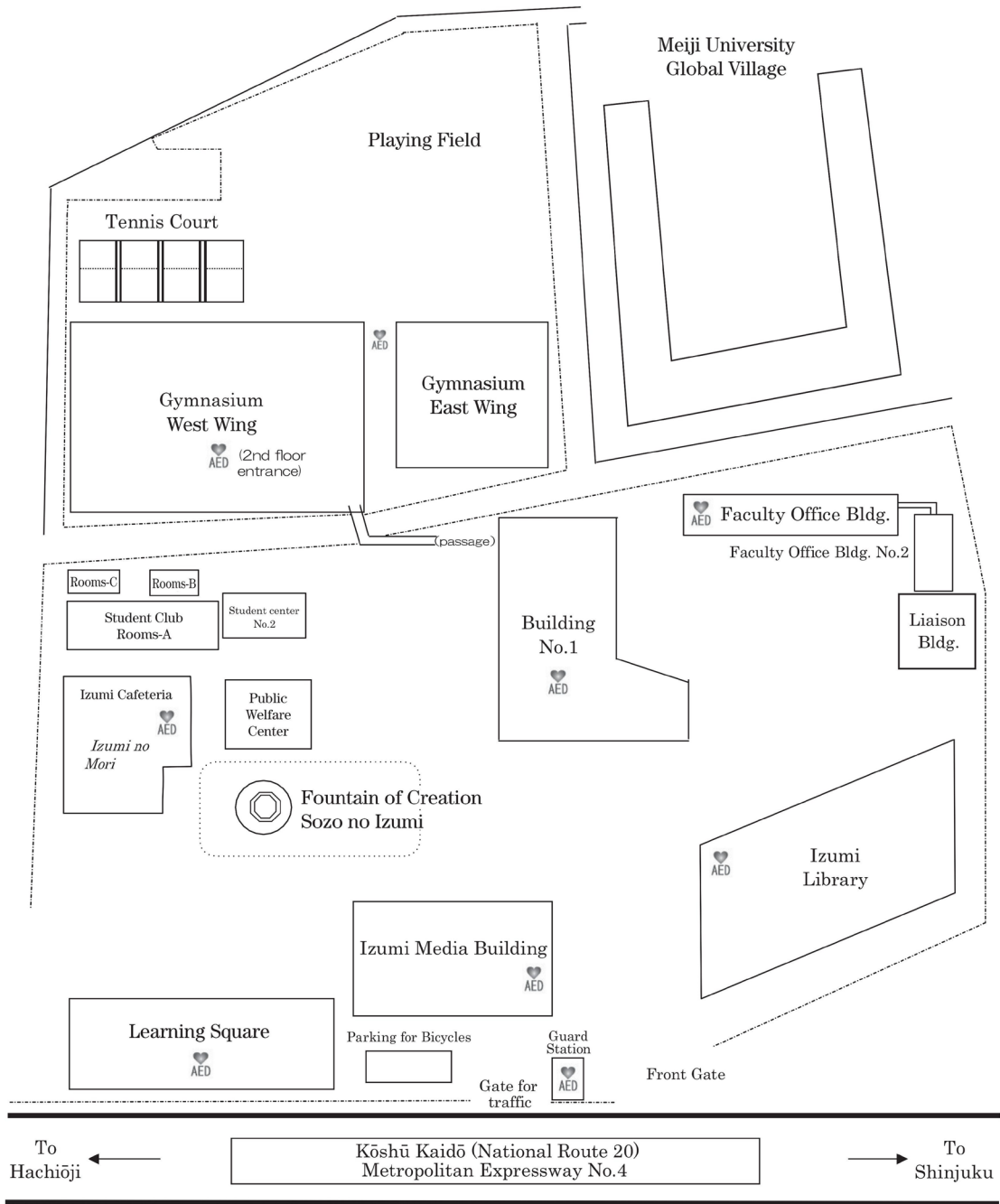


Surugadai Campus Classroom Information List

Bldg	Floor	Room etc.	Bldg	Floor	Room etc.
Liberty Tower	B3	Sports Hall, Gymnasium Teaching Staff Room (2), Men's Changing Room	Global Front	1F	GLOBAL HALL Multi-Purpose Room
		Sports Room		2F	International Collaboration Office, International Student Office 4021, INTERNATIONAL LOUNGE
	B2	Gymnasium Teaching Staff Room (1), Lady's Changing Room		3F	MEDIA LOUNGE, Seminar Room 403 (A-N), 4031
				4F	Seminar Room 404 (A-S)
	B1	1001		5F	Graduate School Office, Lecturers' Common Room
		Meidai Avenue Entrance, Lounge Marronnier			Conference Room C1, Conference Room C2
	1F	1011-1013 (Liberty Hall) Central Library (~B 3F)		6F	Research Promotion and Intellectual Property Office
				7F	Conference Room C3, Conference Room C4
	2F	Yoshiroza Entrance, Information Square Lounge Ivy, Lounge Purple, 1021, 1022		10F	410A-410E, 410N, 410P, 410F
		1031, 1032, Faculty Waiting Room, Automatic		11F	411A-411K
	3F	Certification Issuing Machine Corner, Student Support Office, Sports Promotion Office, Surugadai Volunteer Center		12F	412A-412H
				13F	413A-413G
	4F	School of Law Office, School of Commerce Office School of Political Science and Economics Office School of Arts and Letters Office Liberty Tower No.1 Conference Room		14F	414A-414K
		Academic Affairs Office		15F	415A-415L
	5F	School of Business Administration Office School of Information and Communication Office Liberty Tower No. 2 and No. 3 Conference Rooms	University Hall	16F	Meiji Institute for Global Affairs (MIGA)
				17F	GLOBAL LOUNGE, Conference Room C5, Conference Room C6
	6F	1061-1065 Liberty Tower No. 4 and No. 5 Conference Rooms		1F	Student Orientation Center
	7F	1071-1076		2F	Employment Career Support Center, Health Clinic Students Counseling Office
	8F	1081-1089	Building No. 12	3F	Campus Harassment Consultation Room, Teaching Staff Union Teaching Staff Hall, Conference Room 1, Conference Room 2
	9F	1091-1098		4F	Finance Office, Property and Facilities Office
	10F	1101-1108		6F	Personnel Office, Health Insurance Association
	11F	1111-1118		8F	Conference Room 3, Conference Room 4
	12F	1121-1128		3F	System Planning Office
	13F	1131-1138		4F	Building 12 Faculty Waiting Room, 2041 Media Seminar Room
	14F	1141-1148		5F	2052 Media Room, 2053 Media Room, 2054 New Education Laboratory
	15F	1151-1158		6F	2061, 2062, 2063 Media Room, 2064 Media Room
	16F	1161-1168		7F	Media Library, Terminal Room for Teaching Staff Support Desk, Media Support Office
	17F	Students Dining Room (Sky Lounge Akatsuki)		8F	Media Study Room 1, Media Study Room 2
	19F	Certification Courses Office		9F	2091, 2093 Media Seminar Room, 2094 Media Room Media Support Conference Room
	21F	1211-1214		10F	2101-2103
		Tatsuo Kishimoto Memorial Hall, Saloon San,		11F	Ubiquitous Education Promotion Office, Studio, Edit Room
	23F	Kozou Miyagi Memorial Hall, Misao Yashiro Memorial Hall		12F	2121, 2122 CALL Room, 2123 Media Room, 2124 Media Room
Academy common	B2	Museum	Faculty Office Building	1F	Library Management Office
	B1	Museum, University History Exhibit Room Aku Yu Memorial Hall		2F	Consultation room
	2F	A1-A6 Conference Rooms		3F	Inspection Office, Venue Rental Reception
	3F			4F	Office of Faculty Office Building
	-	Academy Hall	Surugaku-cyo Bldg No.1	1F	National Examination Support Office (Legal Institute Office) (Accounting Institute Office)
	6F			2F	National Examination Support Office (Administration Institute Office)
	7F	Center for Clinical Psychology	Surugaku-cyo Bldg No.2	3/4F	National Examination Support Office
	8F	308A-308G, A7 Conference Room, A8 Conference Room		3F	History / Geography Collaborative Training Room Archaeology Practice Room, Geography Practice Room
	9F	309A-309J, A9 Conference Room	Surugaku-cyo Bldg No.3	4F	Psychosociology Practice Room
		Professional Graduate School Office		1F	Personal Study Room and Office
	10F	Faculty Waiting Room 310A-310L		2F	Personal Study Room
	11F	Community Relations Office 311A-311J			

 AED locations	Liberty Tower (inside Sports Promotion Office)	3F
	Liberty Tower (next to Liberty Hall)	1F
	Liberty Tower (Sports Hall Entrance)	B3F
	Liberty Tower (outside of cafeteria)	17F
	Reference Area, Central Library, Liberty Tower	1F
	University Hall	1F
	Entrance Hall, Academy Common	1F
	Guard Station, Faculty Office Building	1F
	Building No. 10	3F
	Guard Station, Global Front	1F

2. Izumi Campus



<div> <div>AED</div> <div>locations</div> </div>	Guard Station	—
	Gymnasium West Wing	2F
	Passage between Gymnasium East Wing and West Wing	1F
	Building No. 1	1F
	Learning Square	1F
	Izumi Media Building	1F
	Izumi Library	1F
	Izumi Cafeteria (Izumi no Mori)	1F
	Faculty Office Bldg.	1F

Izumi Campus Classroom Informaiton List

Bldg	Floor	Room etc.	Bldg	Floor	Room etc.				
Building No. 1	B1F	001-004, 006 Classroom, 007, 008, Natural Science Experiment Preparation Room, Experiment Theater Izumi Volunteer Center Graduate School Students Joint Research Room	Liaison Building	1F	L1-L3, L5, L6				
		1F		Izumi Academic Affairs Office School of Law Office, School of Commerce Office School of Political Science and Economics Office School of Arts and Letters Office School of Business Administration Office School of Information and Communication Office Graduate School Office Certification Courses Office (Izumi Branch Office) Izumi Student Support Office Izumi Campus Office International Student Office (Student Support, Study Abroad) Employment Career Support Center International Lounge	2F	National Examination Guidance Office Legal / Accounting / Administration Institute Self-Schooling Room, Seminar Room, Lecture Room, Discussion Room Faculty Waiting Room			
				3F	L9 Halls, AV Studio, National Examination Guidance Office				
	2F	202-206, 208-214 Students Counseling Room, Health Clinic Izumi Graduate School Student Common Room	Gymnasium	West Wing	1F	Pool, Sports Room B (Kendo Hall) Sports Room C (Judo Hall) Climbing wall Sumo Hall, Weight Lifting Hall			
					2F	Gymnasium Office Gymnasium Teaching Staff Room Lecture Room, Conference Room Sports Room A (Table Tennis Hall) Fitness Room			
					3F	Main Hall, Sub Hall			
					4F	Running Road			
				East Wing	Outside	Golf Practice Range			
	3F	301-317	Faculty Office Building, Faculty Office Building No. 2	1F	1F	Office of Faculty Office Bldg. Faculty Waiting Room Research Promotion and Intellectual Property Office (Izumi Branch) Inspection Room Conference Room 1 - 4			
					2F	Private laboratory			
					3F	Private laboratory			
					Izumi Media Building	1F	Media Library (M101) Izumi Support Desk Izumi Media Support Office (M102) Terminal Room for Teaching Staff (M103) Faculty Waiting Room (M105)	1F	Izumi Library Office Reference Counter Library Hall Salon Information Literacy Room
							2F	Media Laboratory (M201) CALL Classroom (M202) CALL Study Room (M203) Media Study Room (M204)	2F
	3F	M301-M306	3F	Reading Seat AV Booth					
	4F	M401-M406 M407-M409 (Media Classroom) M410 (Call room) M411-M414 (Media Classroom)	4F	Reading Seat Researcher Private Room					
		5F	M501-M518, Lounge						
6F		M601-M618							
7F		M701-M720							
Learning Square	1F	LS101, GB1-1							
	2F	LS201-206, GB2-1- 2-3, 2F Agora							
	3F	LS301-LS306, GB3-1 - 3-4 Izumi Learning Support Space (Izumi Leaning Support Corner)							
		4F		LS401-LS408, 4F Agora, Faculty Waiting Room					
	5F	LS501-LS506, GB5-1							
	6F	LS601-LS607, GB6-1							
	7F	LS701-LS706, GB7-1, 7-2							

※GB: Group classroom

Agora: Lounge area that can be reserved